

# CONNECTEXPLORER™

## User Guide

**Version 2.4**

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## Contents

# ABOUT THIS GUIDE

This guide was written for users of Pictometry CONNECTExplorer, a web-based application that allows you to view and analyze Pictometry aerial images. It provides an overview of the CONNECTExplorer interface and features, plus procedures for using its features.

## How this guide is organized

The *CONNECTExplorer User Guide* is comprised of the following chapters:

Chapter	Description
Chapter 1 - Getting Started	Provides an overview of CONNECTExplorer features and describes how to log in, log out, and change your password.
Chapter 2 - The Application Window	Describes the parts of the CONNECTExplorer application window, such as the Image pane, the right pane, the Workspace pane, the Toolbar, the Zoom bar, and various lists and buttons to use when working with images.
Chapter 3 - Viewing Images	Describes different ways you can navigate and view images, including panning, viewing two image panes, zooming, and selecting a different map type.
Chapter 4 - Searching	Describes how to search for images by entering search text. Includes tips for better accuracy when searching.
Chapter 5 - Measuring, Annotating, and Exporting	Includes instructions for using image-analysis tools, such as tools for measuring distance and area. Also describes how to export images and annotate them with lines, circles, polygons, markers, and text.
Chapter 6 - Using Workspaces	Describes how to create and use workspaces and the annotations they contain.
Chapter 7 - Working with GIS Data	Describes how to overlay GIS layers on your images and how to identify GIS features in layers.
Chapter 8 - Setting Defaults and User Preferences	Describes what user preferences you can change and how to change them.
Appendix A - Performance Tips	Contains requirements, recommendations, and tips for optimal performance while using CONNECTExplorer.
Appendix B - Customer Support and Feedback	Tells how to contact Customer Support and how to submit feedback about CONNECTExplorer.

Each chapter covers concepts about a topic or feature, followed by procedures for using that feature. You might read or skim the conceptual sections to learn how things work. You don't need to read the procedures until you're ready to follow them.

## How to use this guide

This book was not intended to be read cover to cover. It is both a user guide and a reference guide. Use the Table of Contents for quick access to pages that contain topics you might be interested in.

## Conventions

This guide uses standard Microsoft® Windows® terminology for mouse actions. For example,

The term ...	Means ...
Click	To position the mouse pointer on an object, then quickly press and release the left mouse button.
Double-click	To position the mouse pointer on an object, then quickly press and release the left mouse button twice in rapid succession.
Drag	To position the mouse pointer on an object, press and hold the left mouse button while moving the mouse to the desired position, then release the mouse button.
Right-click	To position the mouse pointer on an object, then quickly press and release the right mouse button.

The following conventions are used throughout this guide:

- Names of keyboard keys appear in uppercase, as in this example:  
Press **ENTER**.
- Keys or buttons you click appear in bold type.
- Values you must supply or names that vary are shown in angle brackets (<>) as in this example:  
Right-click the annotation to be edited, and select **Properties for** <annotation name> from the context menu.

## Your feedback is important to us

If you find errors in this guide, or if you have comments about it, we'd like to know. Please email us at [documentation@pictometry.com](mailto:documentation@pictometry.com). Thank you.

# CHAPTER 1 - GETTING STARTED

This chapter provides an overview of CONNECTExplorer features and describes how to log in, log out, reset and change your password. It also provides an overview of Pictometry images.

## Overview of CONNECTExplorer

---

CONNECTExplorer provides automatic and instant access to Pictometry imagery in an intuitive, easy-to-use web interface so you can view and analyze Pictometry's aerial images. Toolbar buttons provide fast access to application features. You can quickly locate a point of interest by panning or scrolling your maps and images or by entering an address to search for. A single button click lets you view a location from a different direction.

Once you find what you're looking for, you might measure and annotate the image and export that information as a CSV file, or save it for later use.

CONNECTExplorer provides a variety of features to help you analyze images. Here's a summary of its features.

### Search for images and GIS data

- Enter search criteria (address, landmark name, city, country, etc.) to view images that show a particular street address, landmark, country, city, state, province, or territory.
- Enter a location's geographic coordinates to view images of a specific location.
- Search on text in your GIS layers.
- Click a location or specify an area to find GIS features associated with that location or area. Set a buffer around the search area to be included in the search.

### View images

- Pan an image to view the surrounding area.
- Click buttons to view the same location from different directions, to view more images captured from the same direction, or to view an orthogonal image of the same area.
- Zoom in or out to show a world view, a particular country, city, community, or neighborhood. Pictometry oblique images show neighborhoods (shot from a lower altitude) and communities (shot from a higher altitude).

- Display images in two panes simultaneously ("Dual Pane mode") and choose when to synchronize images in the two panes (when panning, when changing the image orientation, and when zooming in and out).
- View Early Access imagery and Orthomosaic images.
- Open a portal to other image and map providers, such as OpenStreetMap and Bing maps.
- View an image of your current location.
- View image coverage for a geographic area.

## Analyze images with measurement tools

- Measure distance (straight-line or along the Earth's surface), height, area, elevation (on or above ground), slope (on or above ground), bearing, the angle of two intersecting lines, the area of a vertical surface (such as a building facade), the area of a circle, a location's coordinates, and the difference in elevation from one ground point to another.
- Save or email another CONNECT user a link to a location.
- Modify existing annotations (for example: move points, add points, move an entire annotation, change colors, or change units of measure).
- Order an EagleView roof report.

## Annotate images

- Annotate your images with text, lines, circles, polygons, or markers (icons).
- Change an annotation's properties before or after creating the annotation.
- Link marker annotations to websites and images.

## Bookmark locations

- Bookmark locations, organize bookmarks into folders, and set one bookmark as your home location.

## Save annotations in workspaces

- Create and save workspaces, which contain annotations presented in an intuitive tabular format. The current location at the current zoom level and orientation are saved as well as any pinned measurements and any annotations you've drawn during the current session.
- Share workspaces with other users in your organization or with other CONNECT users who are outside your organization.

- Work with annotation details. For example, you can change the names of annotations to something that's meaningful to you. You can group or filter them in the Workspace pane by name, by type, or by categories ("tags") you create.
- Export annotation details as CSV and KML files.
- Import multiple workspaces from POL in one operation.
- Show or hide individual annotations on the image.
- Show or hide individual measurement labels.
- When opening or importing a workspace, filter the workspace list by workspace name or by owner. This is helpful for finding a workspace in a very long list.

## Overlay GIS layers

- Overlay images with available GIS data, including GIS layers served by external WFS services.
- Turn layers on or off (including contour lines and street names) from the layers list in the right pane.
- View a legend of a layer's symbology.
- Set the density and colors of contour lines.

## Export images

- Export the image shown in the Image pane as a PDF or as a graphics file (in JPEG, GIF, PNG, TIFF, GeoTIFF, or KMZ format). When exporting as a graphics files, you can choose between exporting the entire image, exporting the visible area, or exporting only the portion you outline on the image.
- Export intelligent orthogonal images with an ESRI World File.

## Set user preferences

- Set application preferences on a per-user basis, including preferences for contour lines, dual pane synchronization, and drawing annotations.

## About Pictometry images

---

Pictometry captures multiple views of every location, including two types of images and two image levels. The types of images and image levels available vary with the location you are viewing.

## Image types

CONNECTExplorer includes the following image types:

- Orthogonal images
- Oblique images

### *Orthogonal images*

Orthogonal images are taken straight down. When displayed in the Image window, north is always the top of the image.



**Figure 1-1:** An orthogonal image

### *Oblique images*

Oblique images are taken at an angle (approximately 45 degrees). Oblique images let you see greater detail, making of the objects in the image easier to identify.

Oblique images are taken from different directions: north, south, east, and west. When displayed in the Image pane, the direction opposite the capture direction is shown at the top of the Image pane. For example, for an image taken from the south, north is displayed at the top of the Image pane. (This perspective is referred to as “north up.”)

**NOTE:** An oblique north-up image is CONNECTExplorer’s default view.





**Figure 1-2:** An oblique image

When you pan an image, CONNECTExplorer automatically displays the next adjacent image as you approach the edge of the image. This usually happens so quickly that the images appear to be seamless (although they're actually separate images).

## Image levels

Pictometry images are taken at the two shot levels:

- Community
- Neighborhood

A Community image is shot from a higher altitude to show a larger geographic area, such as an entire community. Consequently, it shows less detail than a Neighborhood image. Community images are helpful for locating points of interest.

A Neighborhood image is shot from a lower altitude than a Community image. Neighborhood images show the most detail, allowing you to focus on items such as fire hydrants and buildings.

You can access these shot levels by using the Zoom shortcuts, which are available when you move the mouse over the Zoom bar.

## Logging in and out

---

### Logging in

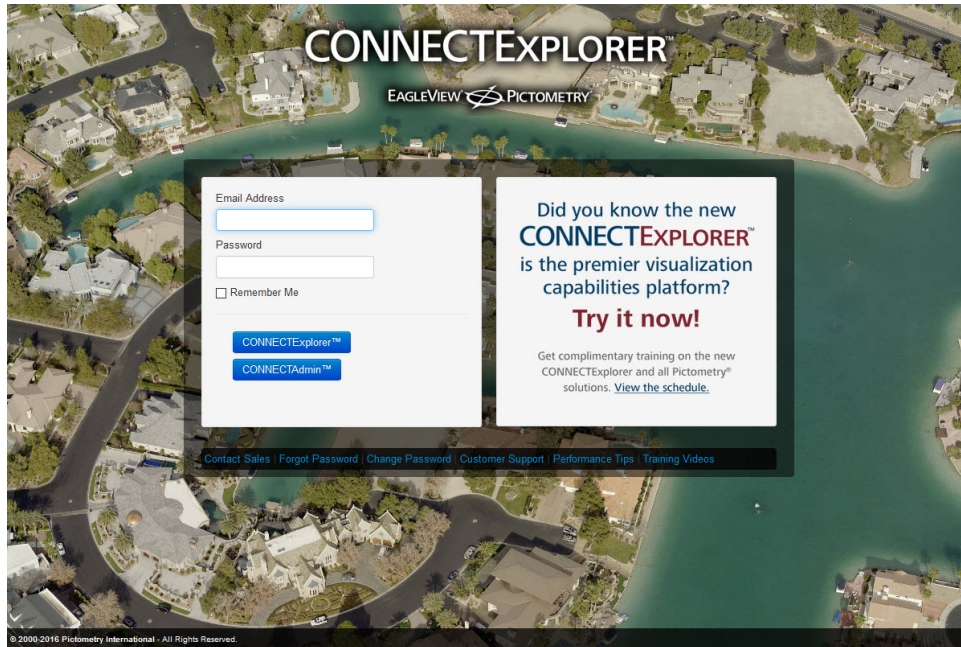
Before any images will appear, you'll need to log in to CONNEXplorer. You'll do this from the CONNEXplorer Login page.

From the CONNEXplorer Login page, you can:

- Log in to CONNEXplorer.
- Log into CONNEXAdmin (Administrators only).
- Change your password. (See "Changing your password" on page 11.)
- Request a new password if you forget yours. (See "Resetting your password" on page 8.)
- Contact a Sales Representative.
- Contact Customer Support.
- View performance tips.
- Access training videos.
- Sign up for training.

► **TO LOG IN TO CONNECTEXPLORER:**

1. Point your browser to **<https://explorer.pictometry.com>**. The Login page opens.



2. Enter your CONNECT credentials (email address and password), and click **CONNECTExplorer™**.

**NOTE:** Clicking the **Remember Me** check box causes CONNECTExplorer to remember the credentials you enter and fill them in for future sessions.

3. The first time you open CONNECTExplorer, a software license agreement opens. Click the check box **I accept the terms in the license agreement below** and click **Continue**.

## Logging out

There are various ways in which your session can end:

- You can log out on the computer you are logged-in to.
- You can attempt to log in to a second computer and terminate your session on the first computer. (This does not apply to guest accounts.)
- An Administrator can log you out.
- You will be logged out automatically if your session has timed out (your session has been idle longer than the maximum time allowed).

► **TO LOG OUT OF CONNECTEXPLORER:**

- Click the **Account** toolbar button and select **Logout**.

## Resetting your password

When you log out of CONNECTExplorer, the Login page re-appears.

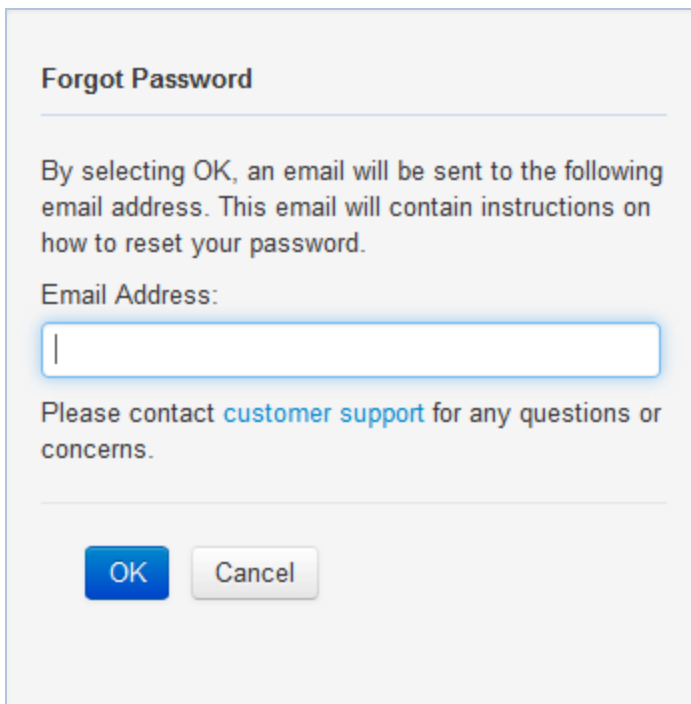
## Resetting your password

---

If you forget your current password, you can easily reset it from the CONNECTExplorer Login page by clicking **Forgot Password** on the Login page. Follow the on-screen and email instructions. When you receive the new password, enter it as the current password on the Change Password dialog box.

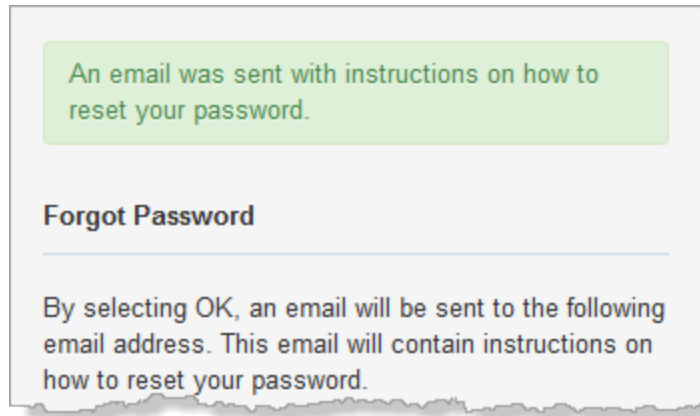
### ► TO RESET YOUR PASSWORD:

1. On the Login page, click **Forgot Password**. A dialog box opens.

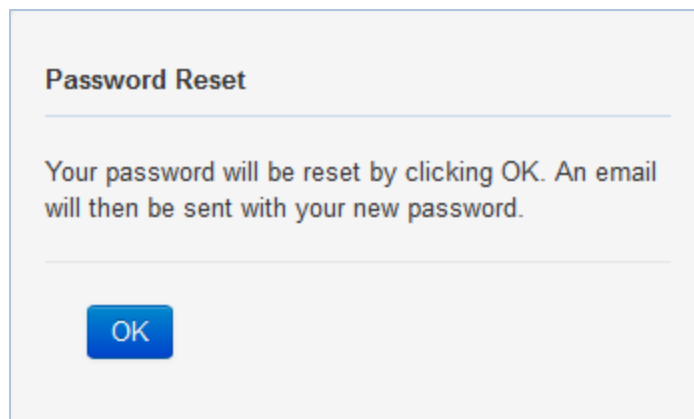
A screenshot of a 'Forgot Password' dialog box. The title bar says 'Forgot Password'. Below the title, there is a horizontal line. The text inside says: 'By selecting OK, an email will be sent to the following email address. This email will contain instructions on how to reset your password.' Below this text is a label 'Email Address:' followed by a text input field. Below the input field, there is another line of text: 'Please contact [customer support](#) for any questions or concerns.' At the bottom of the dialog box, there are two buttons: 'OK' (blue) and 'Cancel' (gray).

2. On the dialog box, type the email address you use to log in to CONNECTExplorer. Instructions for resetting your password will be sent to this email address.
3. Click **OK**.

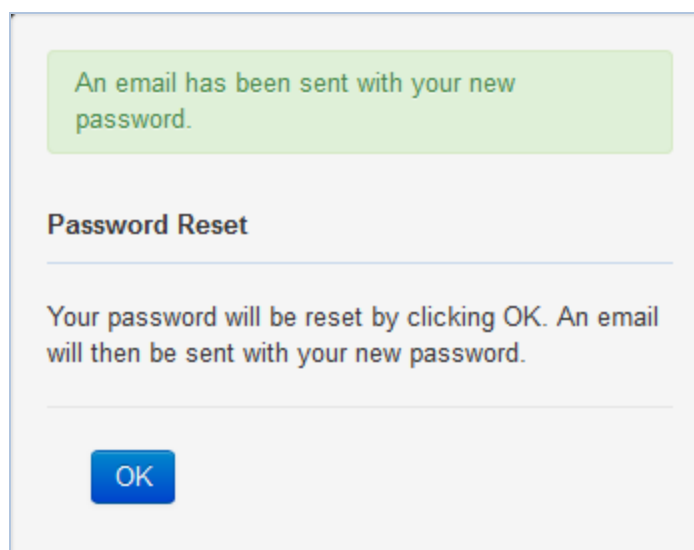
A message appears at the top of the dialog box and an email is sent to you.



4. When you receive the email from Pictometry, click the link in the email. A new browser window opens and displays the following dialog box:



5. Click **OK** to confirm that you want to reset your password. A message appears at the top of the dialog box.

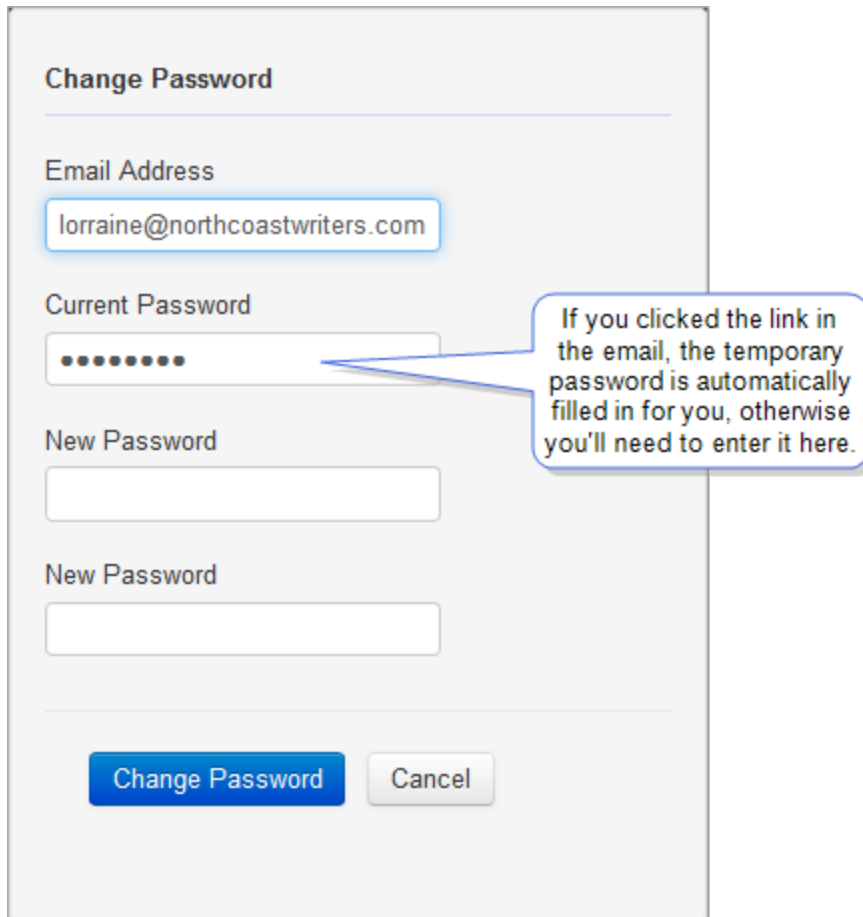


## Resetting your password

An email is sent to you. The email contains your new temporary password and a link.

6. You can change your password at any time by doing either of the following:
  - Clicking the link in the email, or
  - Selecting **Change Password** from the CONNECTExplorer Login page. (If you choose this method, note the temporary password in the email.)

In either case, the Change Password dialog box opens.



The image shows a 'Change Password' dialog box with the following fields and controls:

- Change Password** (Section Header)
- Email Address**: A text box containing 'lorraine@northcoastwriters.com'.
- Current Password**: A text box filled with dots. A callout bubble points to this field with the text: 'If you clicked the link in the email, the temporary password is automatically filled in for you, otherwise you'll need to enter it here.'
- New Password**: A text box.
- New Password**: A second text box for password confirmation.
- Change Password** (Blue button)
- Cancel** (Gray button)

7. If the Current Password box is blank, type your temporary password in it.
8. Create a new password and enter it in each New Password box.

**NOTE:** Passwords must be between 6 and 20 characters long, must contain at least one capital letter, at least one lower case letter, and at least one digit.

9. Click **Change Password**. A confirmation message appears.

Your password has been changed

### Change Password

---

Email Address

lorraine@northcoastwriters.com

Current Password

.....

New Password

10. Click **OK**.

Your new password takes effect immediately. Next time you log in, use your new password.

## Changing your password

---

You can change your password from the CONNECTExplorer Login page.

### ► TO CHANGE YOUR PASSWORD:

1. On the Login page, click **Change Password**.
2. On the Change Password dialog box, type your email address and your current password.
4. Type your new password (twice).

**NOTE:** Passwords must be between 6 and 20 characters long, must contain at least one capital letter, at least one lower case letter, and at least one digit.

5. Click **Change Password**. A confirmation message appears.
6. Click **OK**.

Your new password takes effect immediately. Next time you log in, use your new password.

## Changing your password



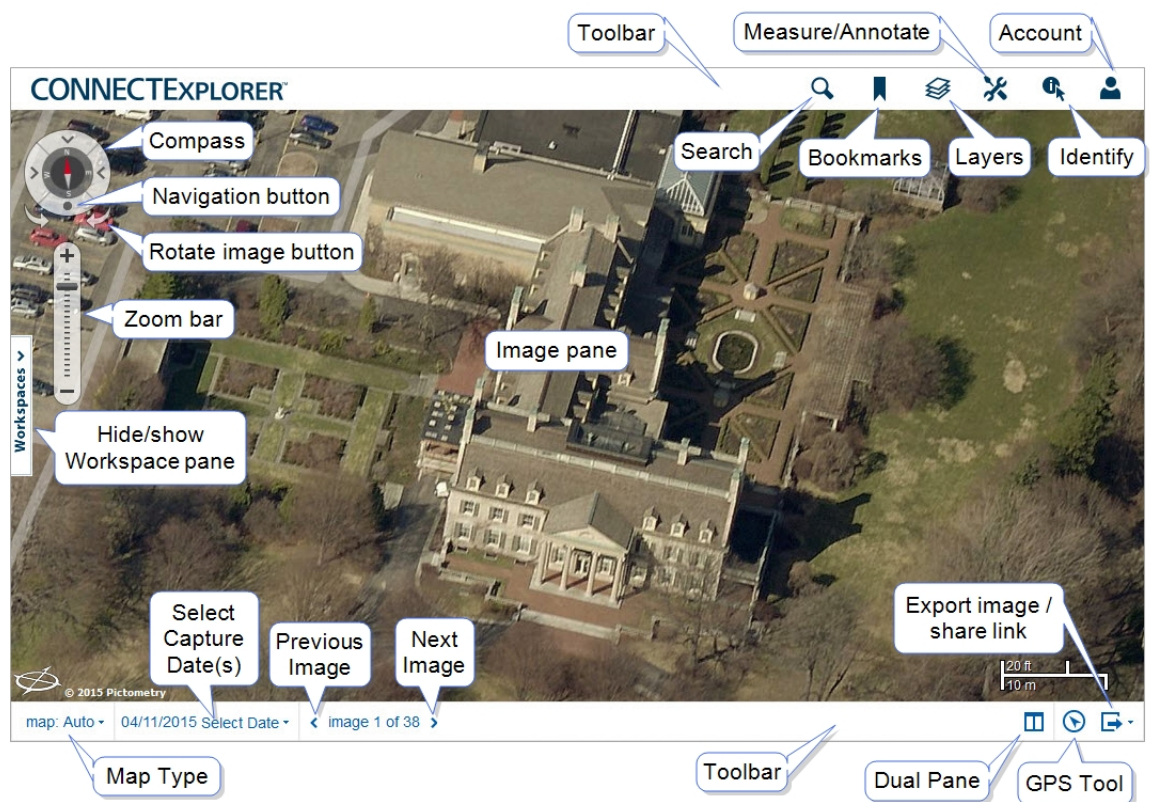
## CHAPTER 2 - THE APPLICATION WINDOW

This chapter provides an overview of the CONNECTExplorer application window and its various parts.

### Overview of the application window

When you log in to CONNECTExplorer, the application window opens and an image automatically appears—either your starting location (determined by your Administrator), a location you previously bookmarked and set as the "Home" location, or the last location you viewed in your previous session (if "Remember Location" is selected in Preferences). You can pan the image as needed to display the geographic area to which you have access.

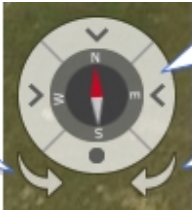
A pane on the right opens when you select one of the buttons on the top toolbar (like a measure/annotate, layers, or search). Those toolbar buttons allow you to make additional choices or provide input for the feature you selected.



**Figure 2-1:** The CONNECTExplorer application window

## Parts of the application window

The following table describes the various parts of the CONNECTExplorer application window.

Part	Description
Workspace pane (left)	Found on the left side of the application window, the Workspace pane lists drawing annotations and pinned measurements in a tabular format. You can group annotations by tags that you assign, filter them by name or by tag, export them in CSV format, and save them as a workspace for future use. If you use POL, you can also import your workspaces from POL so you can save them as CONNECTExplorer workspaces and then continue working with them in CONNECTExplorer.
Image pane (middle)	The part of the application window that displays images and maps. The Image pane is where you'll do most of your work, such as taking measurements. (For more information, see "The Image pane" on page 17.)
Right pane	Depending on the toolbar button you click, the application's right pane displays the following: <ul style="list-style-type: none"> <li>■ <b>Search</b> options (search types and a search box) and search results</li> <li>■ <b>Bookmarks</b> (current bookmarks and options for saving and organizing bookmarks)</li> <li>■ <b>Layers</b> (a list of available layers that can be individually turned on or off)</li> <li>■ <b>Measurement</b> and <b>Annotation</b> tools and tool options</li> <li>■ <b>Identify</b> tool options</li> <li>■ <b>Account</b> options: CONNECTAdmin, Preferences, Support (Help, User Guide, Customer Support, and Training), Feedback, About, Log Out.</li> </ul> <p><b>NOTE:</b> The CONNECTAdmin option is present only if you logged in with Administrator credentials.</p>
Toolbars	CONNECTExplorer's top and bottom toolbars contain buttons for using CONNECTExplorer features. Some toolbar buttons, such as the Search button cause the right pane to open and display additional options, such as check boxes, buttons or a search box.(For more information, see "The toolbars" on page 23.)
Compass	Indicates how the current image is oriented. As you view images captured from different directions, the compass rotates so that the direction shown at the top of the compass always matches the direction at the top of the image in the Image pane. The red arrow always points north. <div data-bbox="357 1530 1297 1743">  </div> <p>Click one of the arrows or the dot on the compass to view the same location from a different direction (north, south, east, west, or from directly above). (See "Viewing from different directions" on page 30.)</p>

Part	Description
	Click one of the two arrows at the bottom of the compass to rotate the image orientation by 90° in either a clockwise or counterclockwise direction.
Zoom bar	The vertical bar in the upper left area of the Image pane that lets you change an image's zoom level. (See "Zooming in and out" on page 28.)

## The Workspace pane

The Workspace pane shows the details of pinned measurements and annotations you've drawn during the current session, or the contents of a workspace you open. It provides a place for you to work with annotation details.

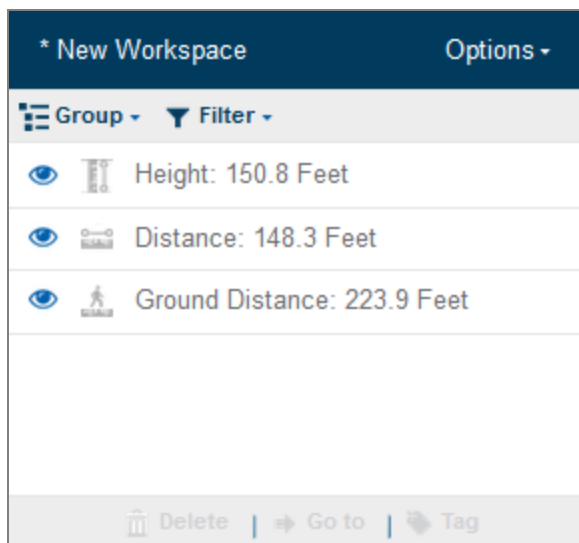
When you start CONNECTExplorer, the Workspace pane is initially hidden and empty. When you create drawing annotations (such as lines, text, or shapes) they are automatically added to the workspace. When you pin measurement annotations, they are also added to the Workspace pane.



**Figure 2-2:** Pinned distance measurements

► **TO SHOW OR HIDE THE WORKSPACE PANE:**

- Click the **Workspaces** button (at the left edge of the Image pane).



**NOTE:** An asterisk to the left of the workspace name and also on the Workspaces button in the Image pane indicates that you have unsaved workspace changes.

## Workspace contents can be saved

The annotations listed in the Workspace pane can be saved with a name for later use. When you open a saved workspace, its contents are displayed in the Workspace pane, replacing any annotations previously shown there. The Workspace pane shows only one workspace at a time.

**NOTE:** You can clear the contents of the Workspace pane at any time during the current session by selecting **New** from the **Workspace** menu.

## Workspace pane buttons

The Workspace pane contains these buttons.

Button ...	Description ...
Group	Opens a list that contains options for grouping annotations by tag, by (annotation) name, or by type. Selecting "None" shows the annotations ungrouped.
Filter	Opens a list that contains options for filtering the annotations by tag, by (annotation) name, or by type. Selecting "None" does not apply any filter.
Options	Opens a list that contains options for creating a new workspace, opening an existing workspace, saving the current workspace (with the same or new name), importing a POL workspace, reloading the current workspace, sharing the current workspace with other users, and exporting the current workspace as a CSV file.

Button ...	Description ...
Delete	Deletes the annotations selected in the Workspace pane. Use SHIFT or CTRL to select multiple annotations.
Go to	Jumps to the image associated with the annotation selected in the Workspace pane.
Tag	Opens a dialog where you can enter a tag for the selected annotations.

## The Image pane

The Image pane is the part of the application window that displays images and maps. It's also where you'll take measurements of items you see in images. There are several ways to work with images in the Image pane. For example, you can:

- Pan the image or map to see adjoining areas.
- Zoom in to see Pictometry images that show communities or neighborhoods.
- Zoom out to see Microsoft Bing images that show an entire city, state, or the world.
- Zoom out to see a wide area image that shows an entire county (if you've purchased this option).
- Measure what you see in an image.
- Annotate an image with text, lines, circles, polygons, or markers.

## Pictometry images

Pictometry images are shot at an angle (oblique) and shot straight down (orthogonal).

**NOTE:** You'll know you're looking at a Pictometry image if it's an oblique image, or if the Pictometry name and logo appear in the lower left corner of the Image pane.

For more information about Pictometry images, see "About Pictometry images" on page 3.



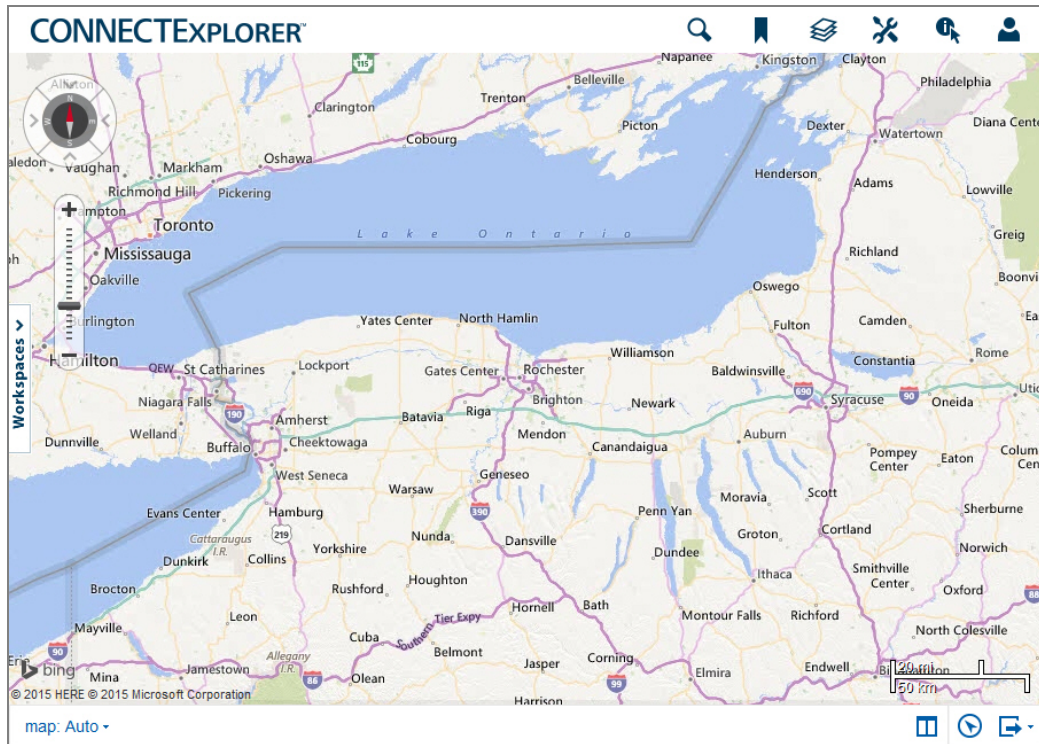
## The Image pane



**Figure 2-3:** A Pictometry oblique image in the Image pane

## Bing images

As you zoom out, eventually Bing images or maps are displayed. Bing images are orthogonal satellite images, maps, or images taken by high-altitude aircraft that show a city, state, or the world.



**Figure 2-4:** A Bing image at the state zoom level

## Orthomosaic images

If you've purchased an orthomosaic image for your municipality, you'll see it when zooming out farther than a community image. You can also view the orthomosaic at any time, regardless of the zoom level, by selecting it from the Map Type list.

## If no images are available

If there are no Pictometry images for the current location, zoom level, and year selected, you'll briefly see a message in the lower left corner of the Image pane.

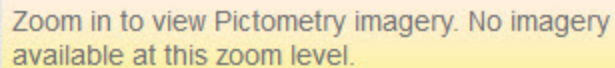
## The right pane



No imagery exists for 2008 at this location or zoom level.

**Figure 2-5:** Message that appears when there are no Pictometry images for the year, location or zoom level.

If you have zoomed out beyond the level at which Pictometry images are captured, you'll briefly see a message in the lower left corner of the Image pane.



Zoom in to view Pictometry imagery. No imagery available at this zoom level.

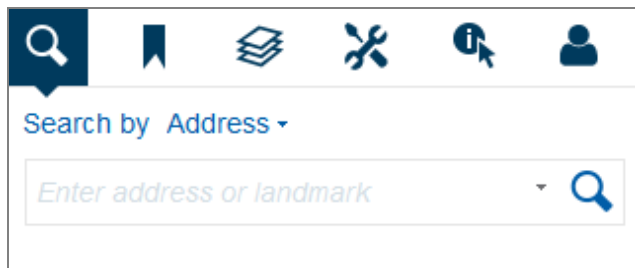
**Figure 2-6:** Message that appears when you zoom out beyond the zoom level of Pictometry images.

## The right pane

---

The right pane opens when you select one of the top toolbar buttons, which have additional options or require your input. To open the right pane, click one of the top toolbar buttons. To close it, click the active toolbar button.

The following figures show the right pane when each of the top toolbar buttons is clicked.



**Figure 2-7:** The right pane after selecting the Search toolbar button



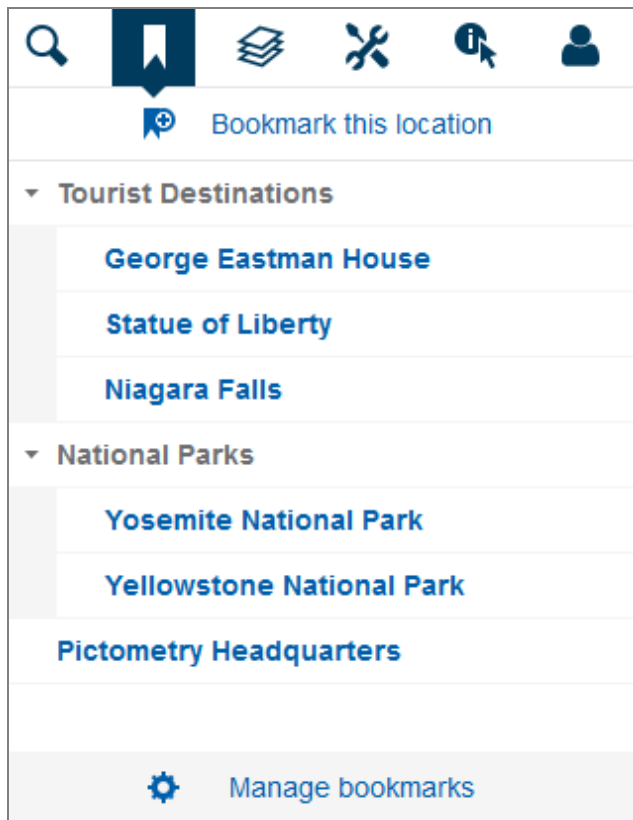


Figure 2-8: The right pane after selecting the Bookmarks toolbar button

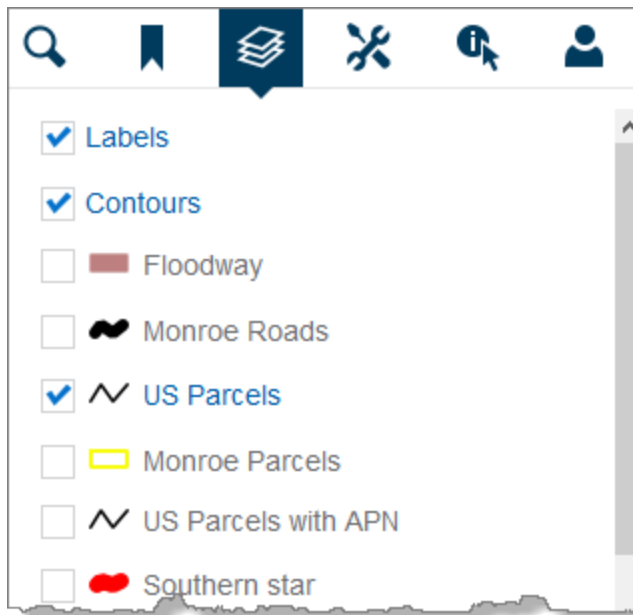
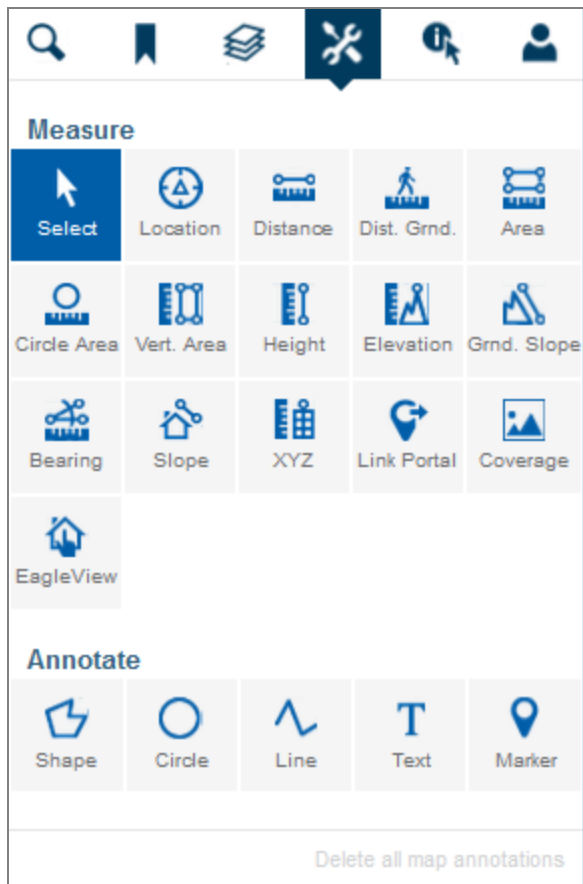
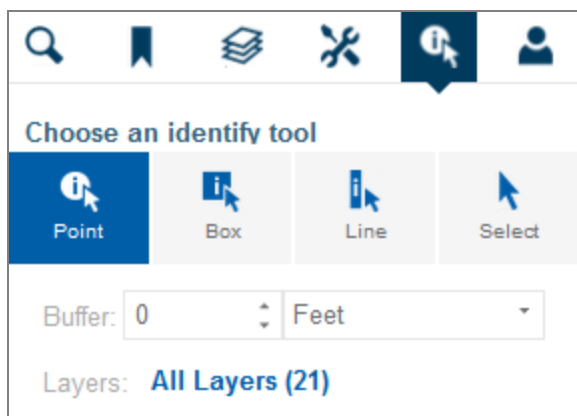


Figure 2-9: The right pane after selecting the Layers toolbar button

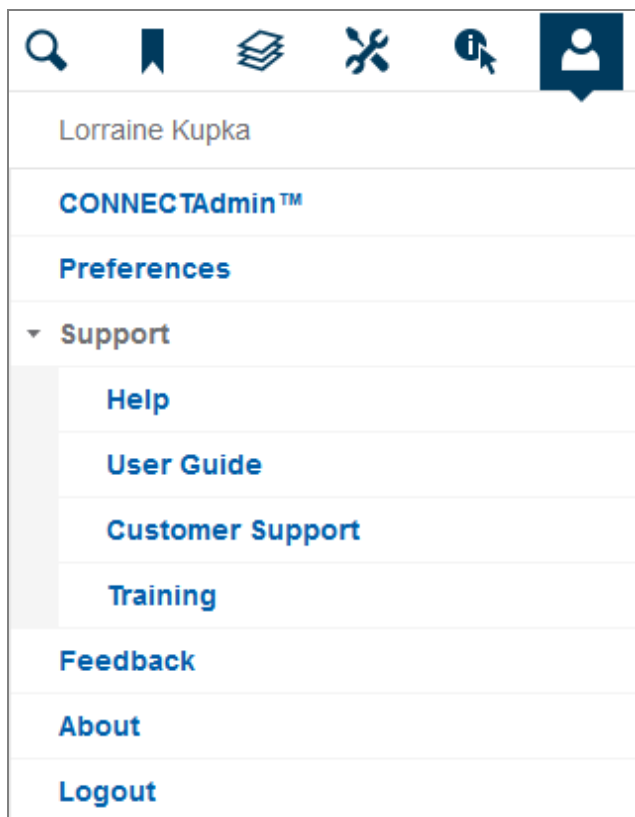
The right pane



**Figure 2-10:** The right pane after selecting the Measure/Annotate toolbar button



**Figure 2-11:** The right pane after selecting the Identify toolbar button



**Figure 2-12:** The right pane after selecting the Account toolbar button

## The toolbars

CONNECTExplorer has two toolbars, one at the top of the application window and one at the bottom.

### Top toolbar



**Figure 2-13:** The Top Toolbar

Name	Description
Search	<p>Opens search options in the right pane:</p> <ul style="list-style-type: none"> <li>▪ <b>Search box</b> — a box in which you'll enter search criteria, either an address or other text to search for, depending on the selected search type.</li> <li>▪ <b>Search by &lt;search type&gt;</b> — Clicking the current search type opens a list so you can select a different search type. You can search by address and you can search for text in layers.</li> </ul>

Name	Description
	(For more information, see "About searching" on page 43.)
Bookmarks	<p>Opens current bookmarks and the following bookmark options in the right pane.</p> <ul style="list-style-type: none"> <li>■ <b>Bookmark This Location</b> — Lets you assign a name (bookmark) to the current location and adds it to the end of the Bookmarks list. Clicking a bookmark navigates to the bookmarked location.</li> <li>■ <b>Manage Bookmarks</b> — Allows you to add folders in which to organize your bookmarks and set a bookmark as your "Home Location"— the location that opens when you first log in to CONNEXplorer.</li> </ul>
Layers	Opens the list of available layers in the right pane. Layers can be turned on by checking their check boxes, or off by clearing their check boxes.
Measure/Annotate	Opens the list of available measurement and annotation tools in the right pane. You can activate a tool by selecting it in the right pane.
Identify	Lets you identify data in GIS layers in the geographic area you select by clicking a point, drawing a box, or drawing a line. GIS features that overlap the area are highlighted on the image. You can select which layers you want to identify; you can also set a buffer around the drawn shape to extend the area in which to identify GIS features.
Account	<p>Opens these options in the right pane:</p> <ul style="list-style-type: none"> <li>■ <b>CONNECTAdmin</b>—opens CONNECTAdmin. (Only visible if you are logged in as an Administrator.)</li> <li>■ <b>Preferences</b> — opens the Preferences dialog box so you can set up preferences such as the export image format.</li> <li>■ <b>Support</b> — contains links to the Help system, User Guide, Customer Support information, and a page where you can register for training or request custom training classes.</li> <li>■ <b>Feedback</b> — opens a feedback form so you can submit feature suggestions or comments, and report bugs about CONNEXplorer.</li> <li>■ <b>About</b> — displays the current CONNEXplorer version number.</li> <li>■ <b>Logout</b> — logs you out of CONNEXplorer.</li> </ul>

## Bottom toolbar



**Figure 2-14:** The Bottom Toolbar

Name	Description
Map Type	A list of map and image types, such as, "Auto" (Pictometry images), "Aerial," "Road," "Mosaic," "Hybrid," and OSM (open street maps). (See "Switching between map types" on page 37.)
Select Capture	A list of all image capture years for which there are Pictometry images available for the current location and orientation. By default, "All Imagery" is selected.

Name	Description
Date(s)	<p>Select a year or option from the list to filter the images available in the Image list. You can select a particular capture year, only the latest imagery, or all imagery (images from all available capture years that show this location and orientation). (See "Selecting capture years to view" on page 38.)</p> <p><b>NOTE:</b> The button name changes to reflect the current selection, such as a capture year, or "(Latest)".</p>
Image list (Image X of Y)	<p>Indicates how many Pictometry images of the current location, orientation, and zoom level are available to view with the Next and Previous Image buttons, and which one you are currently viewing. (See "Viewing more images of a location" on page 29.)</p> <p><b>NOTE:</b> The Image list disappears from view when you're not viewing Pictometry images; for example, if you zoom out farther than the Community zoom level.</p>
Next Image and Previous Image	<p>Buttons for viewing the next or previous image of the same location, orientation, and zoom level. (See "Viewing from the same direction" on page 29.)</p> <p><b>NOTE:</b> The Next and Previous image buttons disappear from view when you're not viewing Pictometry images; for example, if you zoom out farther than the Community zoom level.</p>
Dual Pane	Turns Dual Pane mode on or off in the Image pane. Dual pane mode lets you view and compare two images simultaneously.
GPS Tool	Allows you to view an image of your current location (as determined by your browser, using your GPS coordinates).
Export Image	<p>Contains options for exporting the current image or sharing a link to it.</p> <p>These options are available:</p> <ul style="list-style-type: none"> <li>■ <b>Export Visible Area</b> — Exports the image currently shown in the Image pane. (Only the portion visible in the Image pane is exported.)</li> <li>■ <b>Export Area</b> — Exports the portion of the image that you outline with a rectangle.</li> <li>■ <b>Export Entire Image</b> — Exports the entire current image (even the portions not visible in the Image pane).</li> <li>■ <b>Export PDF</b> — Exports a PDF file of the image shown in the Image pane</li> <li>■ <b>Share Link</b> — Lets you save or email another CONNECT user a URL link to the current image.</li> </ul>

## The toolbars

## CHAPTER 3 - VIEWING IMAGES

This chapter discusses the various ways in which you can view and navigate images, including:

- Panning an image or map beyond what is currently visible in the Image pane
- Zooming in and out
- Viewing more images of the current location
- View a location with another provider's product, such as Google Street View.
- Viewing two images of the same location simultaneously
- Viewing different types of maps and images
- Selecting different capture years
- Using bookmarks

You can also view image coverage and share links to images with other CONNECT users.

### Panning your images and maps

---

The Select Tool lets you see a different part of an image or map by dragging your mouse. Although your images appear to be seamless, they are actually composed of multiple separate images. When you pan an image, CONNECTExplorer transitions to the next image automatically.

**NOTE:** You'll also use the Select Tool to select an annotation to edit. (See "Selecting an annotation" on page 78.)

**NOTE:** If Dual Pane mode is turned on, the images in both image panes stay synchronized as you pan. (Synchronization options for Dual Pane mode are user preferences, which can be changed on the Preferences dialog box.) To open the Preferences dialog box, click the Account button and select **Preferences** from the right pane.

#### ► TO PAN THE IMAGE OR MAP:

1. On the top toolbar, click **Measure/Annotate**. In the right pane, click **Select**.
2. Drag the image or map in the desired direction, then release the mouse button.

## Zooming in and out

---

Zooming in and out allows you to view images taken from different heights. CONNECTExplorer defines the following zoom levels for images taken at particular altitudes.

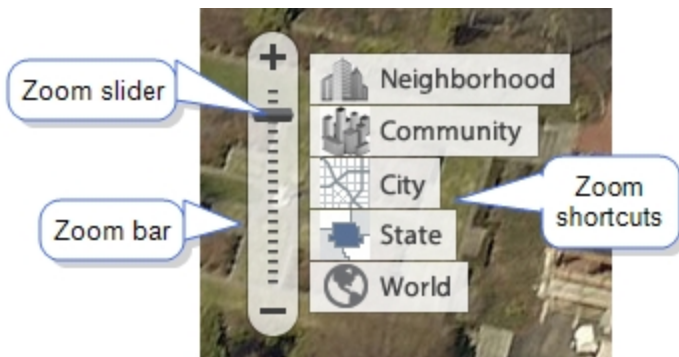
- Neighborhood
- Community
- City
- State
- World

Pictometry images are available at the Neighborhood and Community zoom levels; Bing images are available at City, State, and World zoom levels. As you zoom in or out, the image automatically switches between zoom levels. Customers who purchased an orthomosaic image will see that image when they zoom out beyond a Pictometry Community image.

**NOTE:** If you zoom out to a distance beyond Pictometry images, the Image list and the Next and Previous Image buttons disappear from view, as they are no longer applicable.

### The Zoom bar and Zoom shortcuts

You'll use the Zoom bar to zoom in and out incrementally. You'll use the Zoom shortcuts to jump directly to one of the five zoom levels mentioned above.



**Figure 3-1:** The Zoom bar and Zoom shortcuts



► **TO ZOOM IN OR OUT:**

- Do any of the following:

To ...	Do this ...
Zoom in incrementally	Do one of the following: <ul style="list-style-type: none"> <li>■ Drag the Zoom slider.</li> <li>■ Click the Zoom slider's plus sign (+).</li> <li>■ Move the mouse scroll wheel away from you.</li> <li>■ Double-click the image or map to zoom in on the location you double-clicked.</li> </ul>
Zoom out incrementally	Do one of the following: <ul style="list-style-type: none"> <li>■ Drag the Zoom slider.</li> <li>■ Click the Zoom slider's minus sign (-).</li> <li>■ Move the mouse scroll wheel towards you.</li> </ul>
Jump directly to a zoom level	<ol style="list-style-type: none"> <li>1. Move the mouse over the Zoom bar until the Zoom shortcuts (icons) appear.</li> <li>2. Click the icon for the level you want to zoom to.</li> </ol>

**NOTE:** By default, if Dual Pane mode is turned on, zooming in and out affects both image panes. (This can be changed on the Preferences dialog box.) To open the Preferences dialog box, click the Account button and select **Preferences** from the right pane.

## Viewing more images of a location

CONNECTExplorer provides various ways for you to view images of the current location:

- View more images captured from the same direction as the current image. (See "Viewing from the same direction" below.)
- View the current location from different directions. (See "Viewing from different directions" on the next page.)
- Select a different capture year, or select "All Imagery" to view all capture years. (See "Selecting capture years to view" on page 38.)

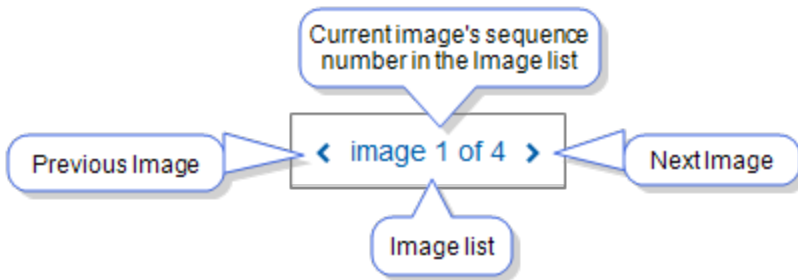
### Viewing from the same direction

If more than one image of the same (or similar) orientation is available for the current location at the current zoom level, you can swap the current image for another.

## Viewing more images of a location

The Image list (the numbers between the Next Image and Previous Image navigation buttons) indicates how many images of the current location, orientation, and zoom level are available to view with the Next and Previous Image buttons, and which one you are currently viewing.

In the following figure, “1 of 4” means that the first of four images is currently shown in the Image pane.



**Figure 3-2:** The Image list

**NOTE:** The Image list is updated every time you search for images, change the zoom level, click a navigation button, or select a different capture year. Sometimes the list is updated when you pan an image also. If you zoom out, the Image list and the Next and Previous Image buttons disappear when you are no longer looking at Pictometry images.

### ► TO VIEW ANOTHER IMAGE OF THE SAME AREA AND DIRECTION:

- Click the **Next Image** or **Previous Image** button.

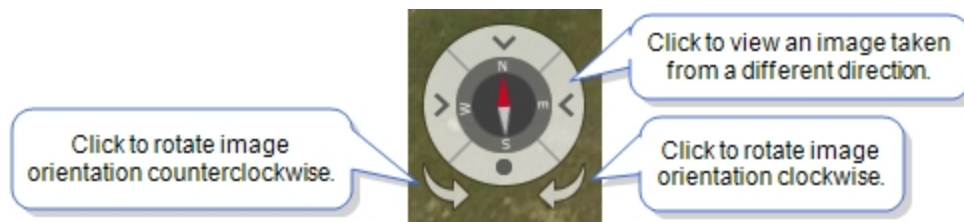
A different image of the same location, taken from approximately the same direction opens.

**NOTE:** At the end of the list, the Next Image button retrieves the first image in the list. At the beginning of the list, the Previous Image button displays the last image in the list.

## Viewing from different directions

If you need to see a different side of an item in an image, you can view an oblique image of the current geographic area taken from a different direction. If you need to see the area from directly above, you can view an ortho image.

Navigation buttons are symbols on the compass that you can click to view the current location from a different direction. You can view an image taken from the south (north up), north (south up), east (west up), west (east up), or from directly above (an ortho image).



**Figure 3-3:** Navigation buttons on the compass

► **TO VIEW THE CURRENT LOCATION FROM A DIFFERENT DIRECTION:**

- Click the navigation button that represents the direction from which you want to view an image.

**TIP:** Move the mouse over a Navigation button to see what image orientation will be displayed when you click that button. For example, if you want to see the current location from the south, find the navigation button that displays "View From South" when you move the mouse over it.

An image of the desired orientation opens in the Image pane.

**NOTE:** The text that appears when you move the mouse over a navigation button changes as you switch image orientation.

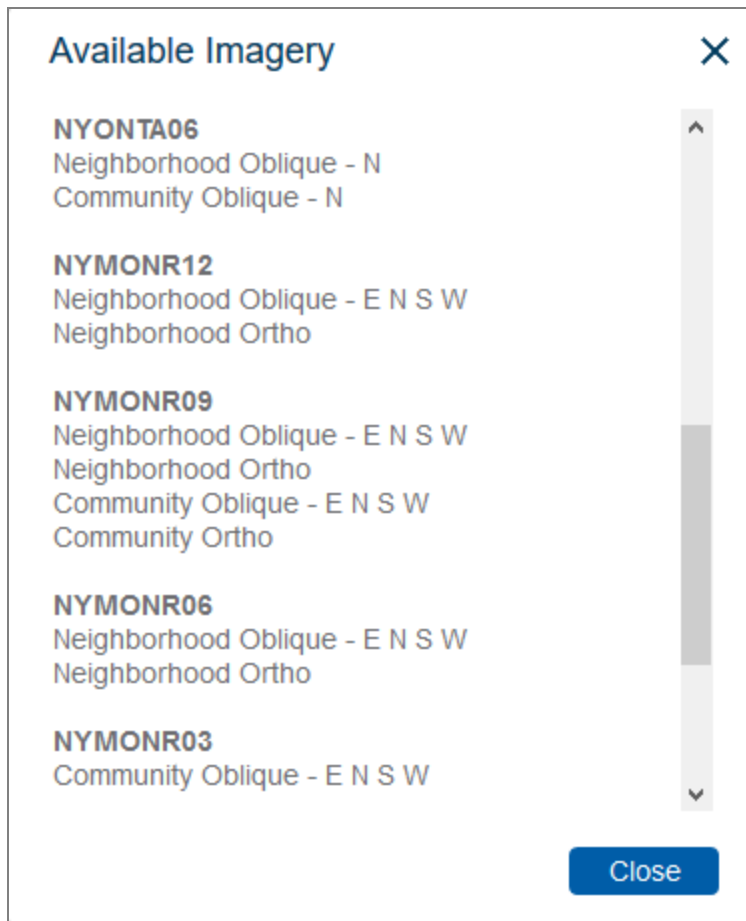
## Viewing image coverage

The Coverage Tool lets you view a list of the type of imagery available for the location you click.

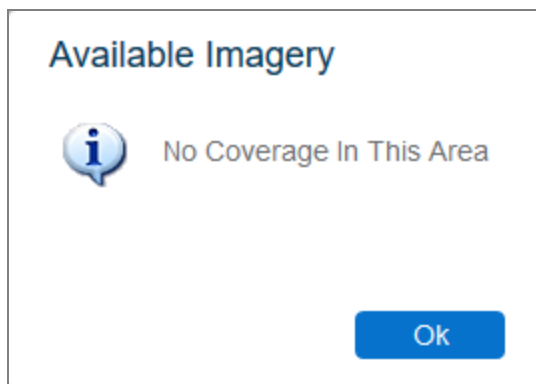
► **TO VIEW IMAGE COVERAGE FOR A LOCATION:**

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **Coverage**.
2. Click the desired location on the map or image. The Available Imagery dialog box appears and lists the available image types (Oblique and Ortho), shot levels (Community and Neighborhood), and the capture directions of the available Oblique images.

## Viewing image coverage



If a location has no image coverage, the following message appears:



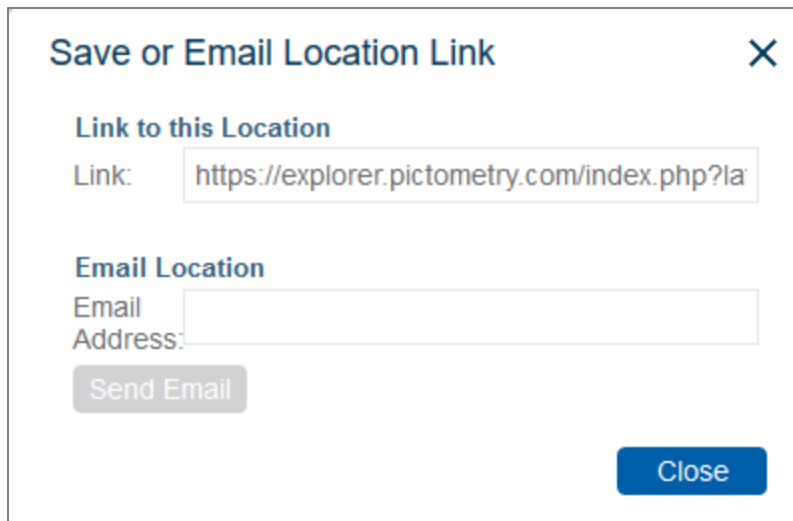
3. Click **Close** or **Ok** (as applicable).
4. To deactivate the tool, click the **Select Tool**.

## Emailing a link to a location

The Location Link feature allows you to save or email another CONNECT user a URL link to the current image. This feature causes an email to be generated automatically. (It does not cause your email application to open.) The URL of the current location is automatically embedded in the body of the email.

### ► TO EMAIL A LINK TO A LOCATION:

1. On the bottom toolbar, click the Export Image button and select **Share Link**.



2. Type the email address of the CONNECT user to send the link to.

**NOTE:** To save the location link, copy the URL shown in the Link field and paste it where applicable for future use.

3. Click **Send Email**.
4. Click **OK** in response to the "Email sent" message.
5. On the Save or Email Location Link dialog box, click **Close**.

When the recipient clicks the link in the email they receive, their browser opens to the CONNECTExplorer Login page. After they log in, the linked image is displayed.

## Opening a portal to other image services

The Link Portal tool allows you to open a portal window in order to view a location with another provider's product, (such as OpenStreetMap and Bing maps). To open the portal, you'll enter a URL

## Opening a portal to other image services

for the provider and click a location in the Pictometry image. CONNECTExplorer opens a portal window to connect to that provider and passes it the coordinates of the location you clicked.

**TIP:** If you don't need the ability to include latitude and longitude in the URL, but simply want to link to a static web page, you can do that by adding a page's URL to a marker annotation. See "Linking markers to websites and images" on page 108.

Before you can open the portal, you need to set up the Link Portal tool with the URL for the provider whose product you want to link to. To obtain a provider's URL, go to that provider's website and copy their URL. Then replace the latitude and longitude in their URL with "#lat" and "#lng" respectively. This is the URL you will enter when you use the Link Portal tool.

### Examples:

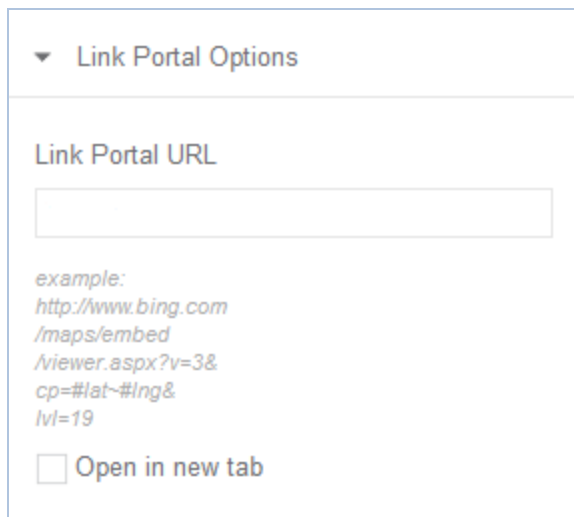
`http://www.openstreetmap.org/?mlat=#lat&mlon=#lng`

`http://www.bing.com/maps/embed/viewer.aspx?v=3&cp=#lat~#lng&lvl=19`

### ► TO OPEN A PORTAL:

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **Link Portal**.

The options for this tool appear at the bottom of the pane. This tool does not have a default URL, but does remember the last URL you entered (in this or previous sessions).



2. Enter the URL for the provider you want to link to. (Make sure you've replaced the latitude with **#lat** and the longitude with **#lng**.)

**NOTE:** CONNECTExplorer checks to be sure that you've entered a valid URL (one that begins with "http://"), but it cannot determine if the URL is correct for the service you are using. (If you're not sure what URL to use, contact the provider.)

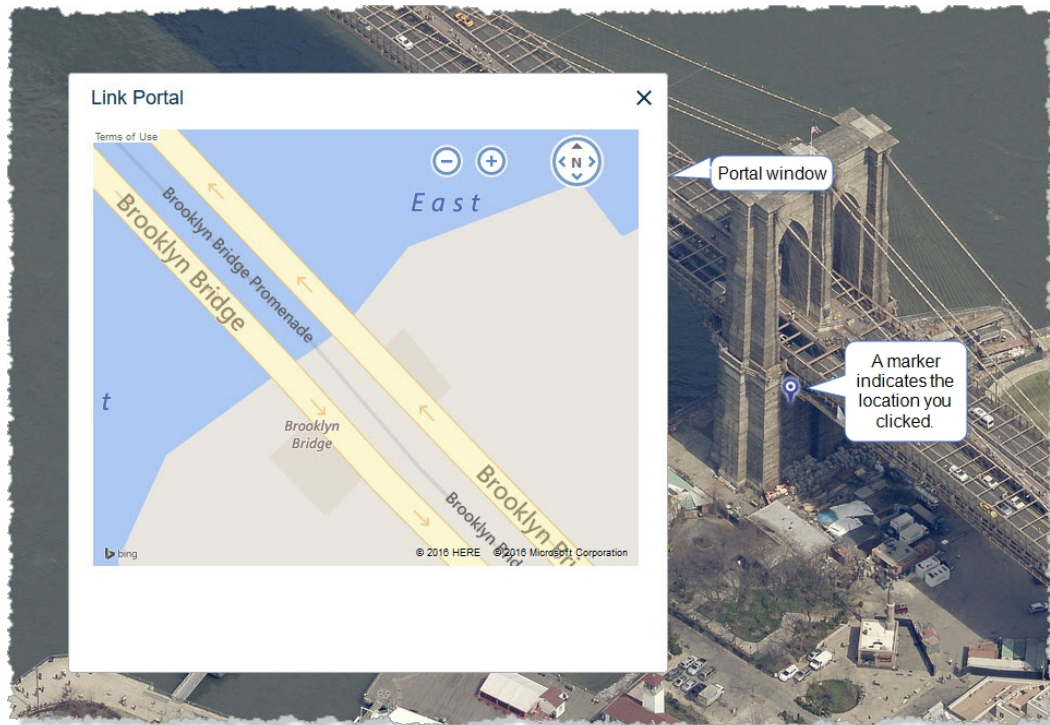
3. (Optional) If you want the Link Portal window to open in a new browser tab, select the **Open in new tab** check box.

4. In the image, click the location that you want to view in the Link Portal window.

A balloon marker appears where you clicked and the Link Portal window opens, either in a separate browser tab or in a pop-up window, depending on how you set up the Link Portal tool. (The marker is not added to the Workspace pane.)

**NOTE:** Depending on the service you're trying to access, you might need to enter login credentials.

The Link Portal window shows the location you clicked. In the following example, we entered a URL for Bing maps.



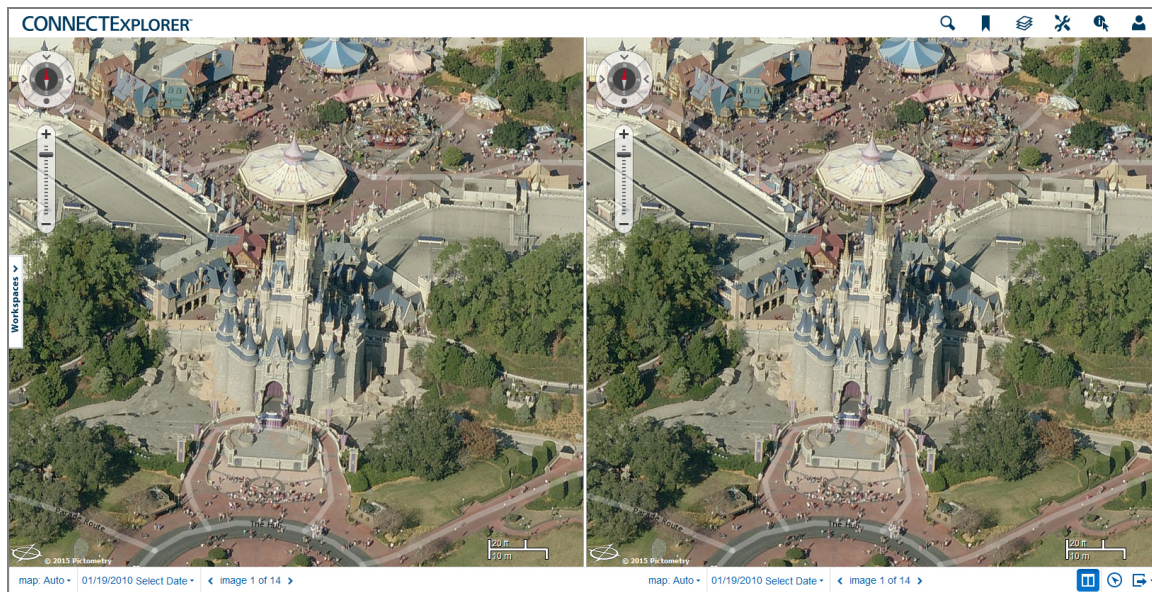
5. To view a different location in the Link Portal window, click the desired location in the Pictometry image.
6. When you're done, close the Link Portal window by clicking its close button (X).

## Viewing two images simultaneously (Dual Pane mode)

The Dual Pane toolbar button splits the Image pane into two panes so you can view two images of the same location simultaneously. You can change the image orientation, capture year, and displayed layers in each pane separately. Each pane has its own navigation buttons for changing the orientation of the image in that window.



Viewing an image of your current location



**Figure 3-4: Dual Pane mode**

## Synchronizing the image panes

By default, the images in both panes stay synchronized on the same location as you pan the image in one pane. They also stay synchronized at the same zoom level when you change the zoom level in either pane.

Synchronization options can be enabled or disabled in the Preferences dialog box.

### ► TO CHANGE SYNCHRONIZATION PREFERENCES:

1. Click the **Account** toolbar button and select **Preferences** from the right pane.
2. Select or clear Dual Pane synchronization options as desired.

## Activating and deactivating Dual Pane mode

### ► TO ACTIVATE OR DEACTIVATE DUAL PANE MODE:

- On the toolbar, click **Dual Pane** on the bottom toolbar.

If you're activating Dual Pane mode, a second image pane opens on the right. If you're deactivating Dual Pane mode, the second pane closes.

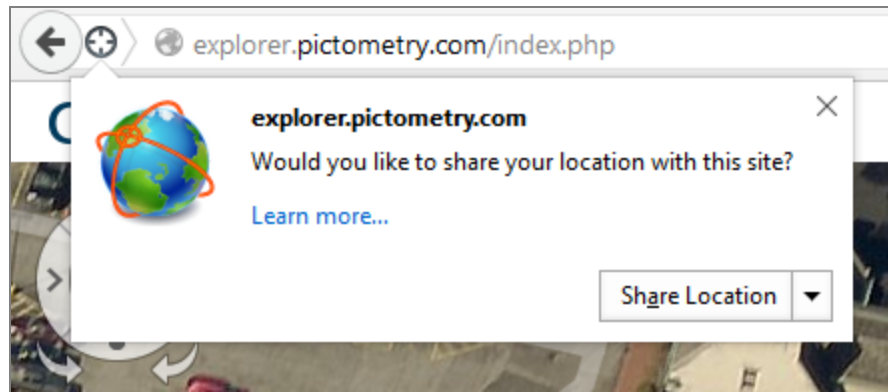
## Viewing an image of your current location

The GPS Tool lets you view an image of your current location (as determined by your browser, using your GPS coordinates).



► **TO VIEW AN IMAGE OF YOUR CURRENT LOCATION:**

1. On the bottom toolbar, click **GPS Tool**. Your browser displays the following pop-up window:



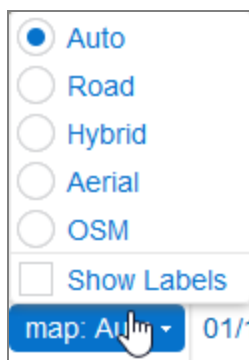
**NOTE:** The image above is an example only. The URL you see in your browser window and in the message will not be exactly the same as what is shown above.

2. Click **Share Location** (or select an option from its drop-down list). An image of the current GPS location is displayed in the Image pane.

**Important:** If you select "Never Share Location" from the drop-down list, the pop-up window will never appear again for any location.

## Switching between map types

The Map Type list displays available map and image types. You can select a map type from the list to view the current location in a different map type.



**Figure 3-5:** The Map Type list

## Selecting capture years to view

Selecting the “Auto” option displays the best available Pictometry image for the current location. Depending on your organization’s setup, you might see one or more of the following map types:

- Auto
- Mosaic
- Road
- Hybrid
- Aerial
- OSM (Open Street Map)
- Satellite (orthogonal satellite image)

**NOTE:** The Mosaic map type is available to municipal customers only. If you’ve purchased an (ortho) mosaic image and select “Mosaic” from the Map Type list, then CONNECTExplorer displays a single ortho mosaic image of your entire county. If you haven’t purchased an ortho mosaic image, then this option will be unavailable.

If “Auto” is selected for the map type and you’ve purchased an ortho mosaic image, then CONNECTExplorer automatically displays your ortho mosaic image when you zoom out past a Community image.

### ► TO SWITCH TO A DIFFERENT MAP TYPE:

- Click the Map Type button and select the desired type from the **Map Type** list.

**NOTE:** If Dual Pane mode is enabled, selecting a map type affects only the pane in which you selected it.

### ► TO SHOW OR HIDE STREET LABELS:

Do one of the following:

- Click the **Layers** toolbar button. In the right pane, if the **Labels** check box is not checked, then select it to show street names. If it is checked, then select it to clear the check mark and hide the street names.
- Click the Map Type list. If the **Show Labels** check box in this list is checked, then select it to hide street names; if it is not checked, then select it to show street names.

## Selecting capture years to view

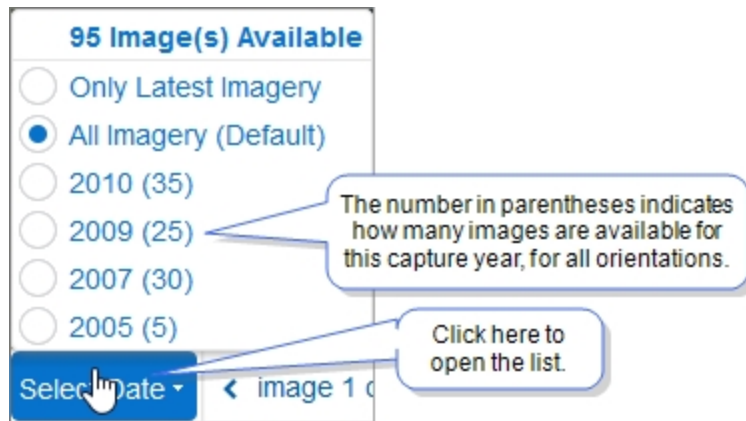
By default, images from all capture years are available in the Image list and with the navigation buttons. However, you can limit the images in the image list to just the most current ones or to images from a particular capture year.

**NOTE:** The Image list is updated every time you search for images, change the zoom level, click a navigation button, or select a different capture year. Sometimes the list is updated when you pan an image also. If you zoom out, the Image list and the Next and Previous Image buttons disappear when you are no longer looking at Pictometry images.

► **TO SELECT CAPTURE YEARS:**

1. Click the **Select Capture Date(s)** button.

**NOTE:** The name of the Select Capture Date(s) button changes, depending on which option is currently selected. The button name might be the selected year, “Select Date” or “(Latest)”.



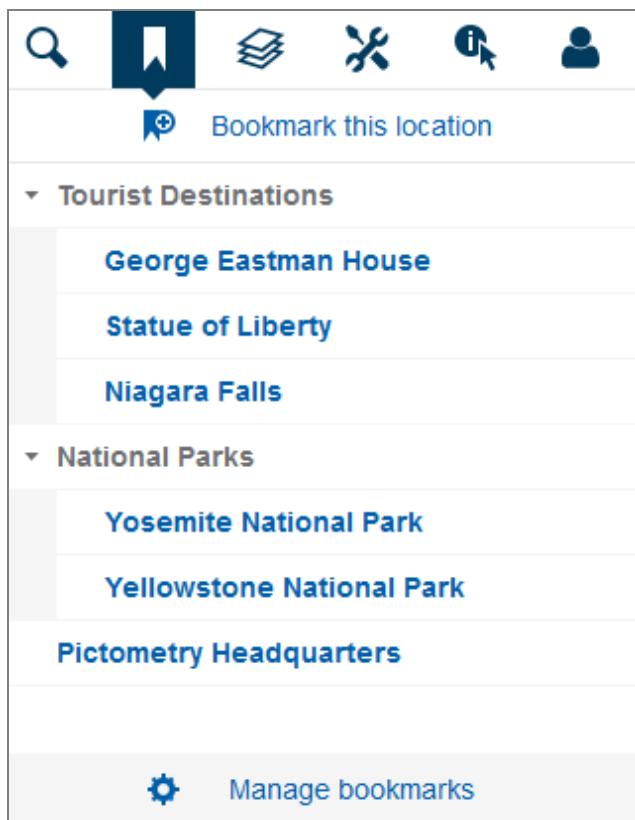
The Select Capture Date(s) list shows the total number of images available for the current location, and the number of images available by capture year for the current location and zoom level.

2. Select the desired option (**Only Latest Imagery**, **All Imagery**, or a particular capture year).

## Working with bookmarks

CONNECTExplorer's bookmark feature lets you create bookmarks for quick access to locations of interest. Bookmarking saves the current location at the current zoom level and orientation so you can return to it at any time. You can also select a bookmark to make its location your home location (the location that is displayed when you first start a new CONNECTExplorer session).

Bookmarks and bookmark options are shown in the Bookmarks list.



**Figure 3-6:** The Bookmarks list

► **TO BOOKMARK A LOCATION:**

1. Make sure the location you want to bookmark is displayed in the Image pane.
2. Click the **Bookmarks** toolbar button.
3. From the Bookmarks list in the right pane, click **Bookmark this location**.

A dialog box titled 'Add Bookmark' with a close button (X) in the top right corner. It contains a text input field labeled 'Bookmark Title:'. At the bottom are two buttons: 'Save' and 'Cancel'.

4. Type a bookmark name and click **Save**.

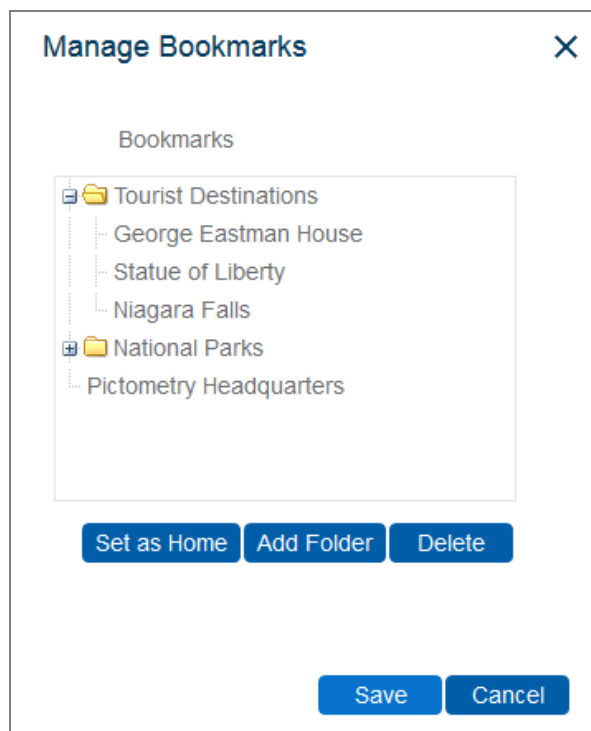
► **TO NAVIGATE TO A BOOKMARKED LOCATION:**

1. Click the **Bookmarks** toolbar button.
2. From the Bookmarks list in the right pane, select the desired bookmark.

**NOTE:** To display a folder's bookmarks, click the arrow to the left of the folder name.

► **TO MANAGE YOUR BOOKMARKS:**

1. Click the **Bookmarks** toolbar button.
2. From the Bookmarks list in the right pane, click **Manage bookmarks**.



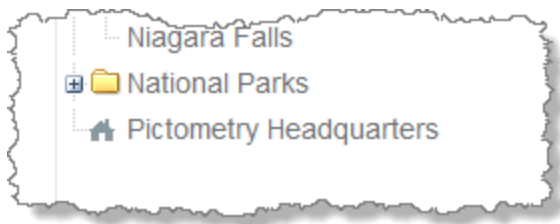
3. On the Manage Bookmarks dialog box, organize your bookmarks as follows.

To ...	Do this ...
Add a folder	Click <b>Add Folder</b> , enter a folder name, and click <b>Save</b> .
Delete a folder or bookmark	Select the folder or bookmark and click <b>Delete</b> .
Move a bookmark into a folder	Drag the bookmark and drop it onto the desired folder.

4. Click **Save** to save your changes and close the Manage Bookmarks dialog box.

► **TO SET A BOOKMARK AS YOUR HOME LOCATION:**

1. Click the **Bookmarks** toolbar button.
2. From the Bookmarks list in the right pane, click **Manage bookmarks**.
3. On the Manage Bookmarks dialog box, select the desired bookmark and click **Set as Home**. The home bookmark is marked with a house icon.



**NOTE:** Selecting a bookmark already designated as the home bookmark, and then selecting "Set as Home" and "Save," clears the home designation from that bookmark.

4. Click **Save** to save your changes and close the Manage Bookmarks dialog box.

# CHAPTER 4 - SEARCHING

In this chapter, you'll see how to search for images that show a particular location or geographic area. You can search for locations as specific as an exact street address or as general as a country.

## About searching

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CONNECTExplorer allows you to search for a location by entering search criteria. The Image pane displays an image or a map of a location that matches your search criteria, and the right pane shows the detailed search results.

(For more information about search results, see "Search results" on page 45.)

## What you can search for

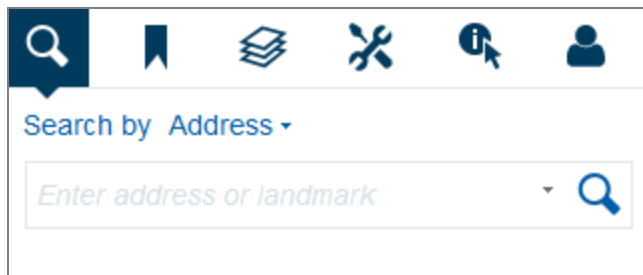
Typically you'll search for a street address (for example: 25 methodist hill drive rochester ny), but you can also search for:

- intersections (example: main and state rochester ny)
- cities
- countries
- states
- provinces
- territories
- Lat/Long coordinates (example: 40.0751,-76.3299)
- airports (example: "LAX")
- places of interest (example: "Eiffel Tower" or "Statue of Liberty")

Depending on the GIS data available to you and how it's been configured, you might also be able to search for locations based on your GIS data. Search criteria are based on GIS data that have been configured as a search type.

## Search options

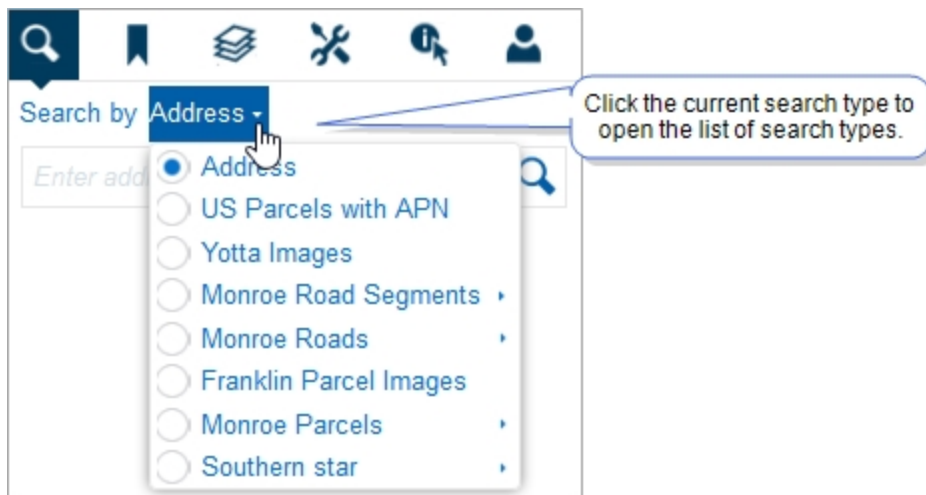
When you click the Search toolbar button, the right pane displays a search box and the current search type. "Address" is the default search type.



**Figure 4-1:** Search options in the right pane

## Search types

You'll use search types to search for images based on an address or data contained in a layer. The right pane shows which search type is currently selected (such as "Address"). To switch to a different search type, click the current search type and select a different search type from the list.



**Figure 4-2:** The search types list

The search types you see in the list depend on your organization's GIS data, your account type, and how your Administrator has configured your GIS data.

### Address search type

The Address search type is set up by Pictometry and is always present. You can search for a partial or complete address, street name, city name, state name, postal code, country name, province, Lat/Long coordinates, or landmark. When you first log in to CONNECTExplorer, "Address" is the default search type. After that, the search type you last used is automatically selected.

### Other search types

In addition to "Address," the search types list contains any layers that have been configured for text searching by your Administrator or by Pictometry. For example, if you have a GIS layer of land



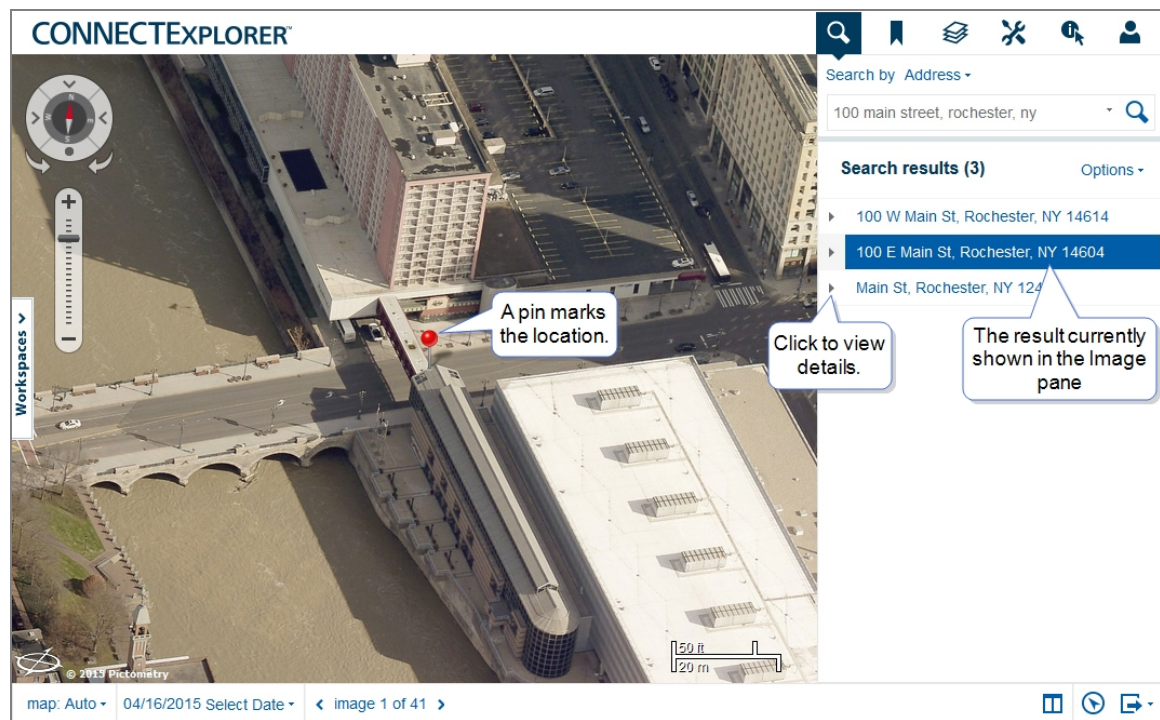
parcels, your Administrator might configure that layer so you can search for the parcel owner's name. Typically, layers are configured so users can search for parcels and roads. Your administrator might also have configured a custom geocoder as an alternative to the Address search type.

## Search criteria

You'll search for images by entering search criteria in the search box. The information you enter depends on the search type you choose. For example, if you're using the Address search type, you'll enter an address, city, country, landmark name, or lat/long coordinates. If you're using a search type that was configured to find parcels by their ID numbers, you'll enter the parcel ID number. You can enter either upper or lower case.

## Search results

When you search for images, the Image pane displays an image or a map of the location that matches your search and the right pane shows detailed search results. In some cases, a pin marker identifies a matching location.



**Figure 4-3:** Search results

## Possible search outcomes

The following table describes different combinations of address search criteria and what search results you can expect from each combination.

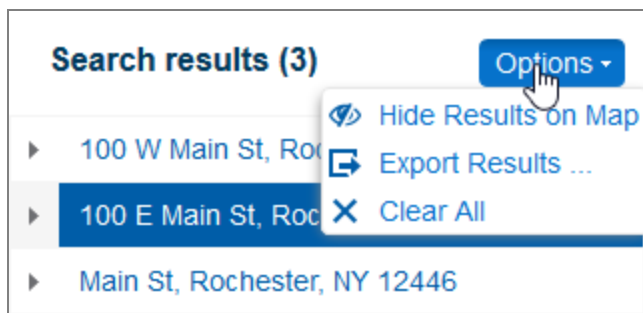
If you entered ...	Possible outcomes ...
street number, street name, city, state, zip	<p>If an exact match is found, an image showing that address appears and a green pin marker is placed at the parcel's geographic center.</p> <p>If an exact match is not found, CONNECTExplorer makes a best guess about what you intended and places a red marker at the location that best approximates what you searched for.</p>
street name	<p>An image showing that street appears and a red pin marker is placed at the street's geographic half-way point.</p> <p><b>TIP:</b> Without a city name, the road might be in a city other than what you intended. If the results are not what you expect, add the city name to the search box (or add both city and state), and search again.</p>
city only, or state only, or province only, or territory only	An image showing the region you searched for appears and a red pin marker is placed at its geographic center.
city, state	An image or map showing that city appears and a red pin marker is placed at its geographic center.
country	An image showing that country appears and a red pin marker is placed at the country's geographic center.
landmark, or airport	An image or map of that landmark or airport opens and a red pin marker is placed at its location.
latitude, longitude	If the coordinates are valid, you'll see an image or map that shows the coordinates you typed. The location is identified with a red pin marker. If the coordinates are invalid, a message appears. (See "Guidelines for entering coordinates" on page 53.)

### ***If multiple results are found ...***

If multiple results are found, CONNECTExplorer displays the best possible match in the Image pane and all possible matches in the right pane. Clicking a result causes its corresponding image to appear in the Image pane. You can switch between matches as needed.

### ***Search results options***

Clicking **Options** displays a menu of options that apply to search results.



Option	Description
Hide Results on Map (or Show Results on Map)	Toggles between hiding and showing the pin marker (and its search bubble, if displayed).
Export Results	Exports search results in CSV format.
Clear All	Clears the search results from the right pane.

### *Zoom level of the search results*

The zoom level of the search result depends on what you are searching for. For example, if you search for a street address, the application will zoom in enough to show you the address you searched for (most likely to the neighborhood zoom level). If you search for a city, the resulting zoom level will be far out enough to show you the entire city in the Image pane.

## Searching for images

Here are general instructions to follow when you want to search for images by address or by text in configured layers. For specific instructions, see:

- "Searching by street address" on page 49.
- "Searching by Lat/Long coordinates" on page 50.
- "Searching for text in layers" on page 51.

### ► TO SEARCH FOR IMAGES:

1. Click the **Search** toolbar button.
2. To change the search type, click the current search type and select a different type from the list.
3. Type the search criteria in the search box.
 

**NOTE:** You can enter either upper or lower case.
4. Click the **search** button (the magnifying glass to the right of the search box) or press **ENTER**.  
Search results are listed in the right pane and the first result is highlighted.

## About searching

*For address searches*, a pin marks the matching location on the image. If an exact parcel match is found, the pin is green and the perimeter of the parcel is highlighted (if parcel data is available).



*For text searches against configured layers*, the matching point, line, or polygon (as determined by the layer type) is highlighted on the image. There is no pin marker.

*For custom geocoder searches* (if configured by your Administrator), a red pin or green pin (if an exact match) marks the matching location on the image.

5. Complete any of the following optional tasks as desired:

To ...	Do this ...
Bookmark the location	<p>Click the pin marker on the image. A search bubble appears.</p> <div><p>Parcel Match Found <span>×</span></p><p>123 E Main St, Rochester, NY 14604-1619</p><p> Bookmark</p></div> <p>Click the <b>Bookmark</b> button in the search bubble, optionally change the Bookmark Title, and click <b>Save</b>.</p>
Hide the pin marker	Click <b>Options</b> (in the right pane) and select <b>Hide Results on Map</b> .
Export search results in CSV format	Click <b>Options</b> (in the right pane) and select <b>Export Results</b> . Then open or save the CSV file as desired.
Clear the search results from the Image pane	Click <b>Options</b> (in the right pane) and select <b>Clear All</b> .

If you cannot find what you are looking for, see "Search tips" on page 53 for helpful suggestions.

After you search, additional images of the same area and orientation are available by clicking the **Previous Image** or **Next Image** buttons.

## Repeating a search

As you search, CONNECTExplorer keeps track of your current session's search history for each search type. To quickly repeat a search for the current search type, click the down arrow to the right of the search criteria and select the search criteria from the list.

## Searching by street address

You'll use the "Address" search type to search for a partial or complete address, street name, city name, state name, postal code, country name, province, Lat/Long coordinates, or landmark.


This topic discusses how to search for an address. To search for Lat/Long coordinates, see "Searching by Lat/Long coordinates" on the next page.

### ► TO SEARCH BY ADDRESS:

1. Click the **Search** toolbar button.
2. If the right pane doesn't show "Search by Address," then click the current search type and select **Address** from the search types list.
3. In the search box, type the search criteria, typically a street address. (You can type a partial or complete street address in either upper or lower case.)

**NOTE:** For more information about the types of search criteria you can enter, see "Search results" on page 45.

4. Click the **search** button (the magnifying glass to the right of the search box) or press **ENTER**.

If ...	This happens ...
An exact match is found	The Image pane displays an image or map that shows the location of the address you typed. A green pin marker is placed at the parcel's geographic center and the parcel's perimeter is highlighted (if parcel data is available).
An exact match is not found	CONNECTExplorer makes a best guess about what you intended and places a red marker at the location that best approximates what you searched for.
The address is outside the area for which you have image coverage	The following message appears: <div data-bbox="618 1591 1143 1791"> <div>Search</div> <div>  No results were found for your search within the permitted area. </div> <div>Ok</div> </div>
You entered a	The Image pane displays a red pin marker at the center of the geographic

If ...	This happens ...
partial address	area in which that address is located. For example, if you entered a zip code only, the marker appears at the center of the geographic area that has that zip code.

**NOTE:** To bookmark the location, click the pin marker and click the **Bookmark** button in the search bubble. Enter a bookmark title and click **Save**.

Search results details are shown in the right pane.

If you cannot find the address you are looking for, follow the suggestions listed in "Search tips" on page 53 and try searching again.

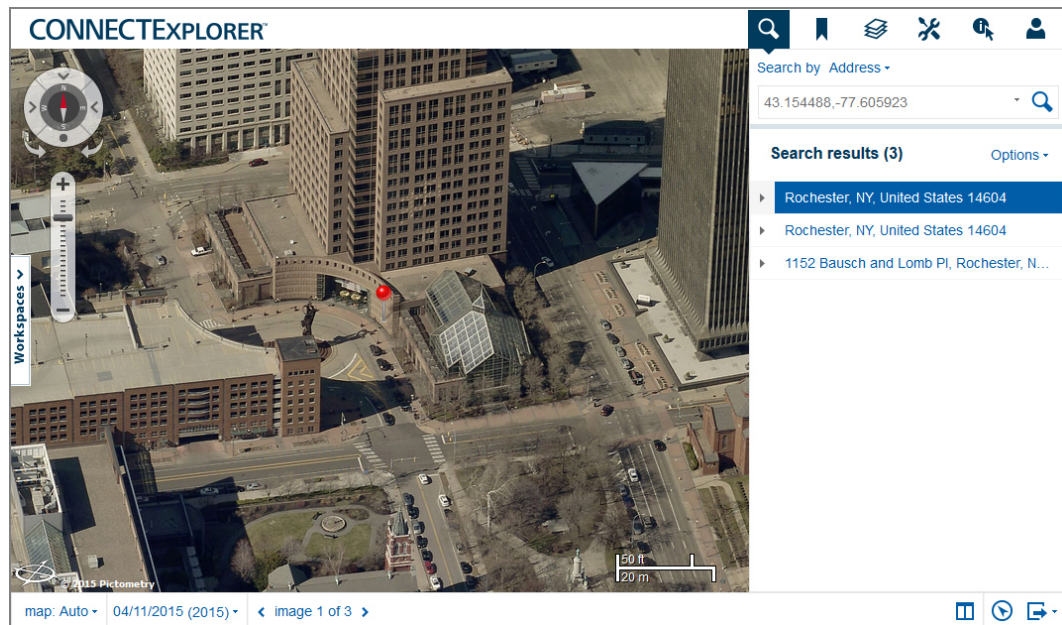
## Searching by Lat/Long coordinates

If you know the coordinates of a location you want to view, you can search for that location by entering its coordinates.

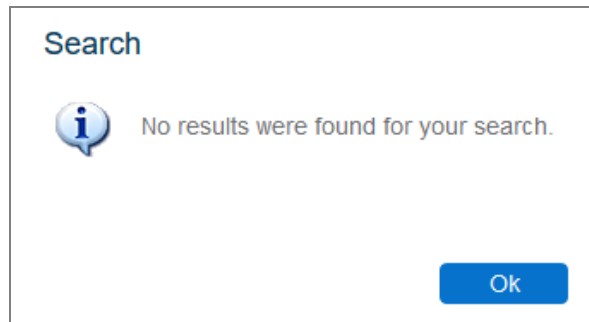
### ► TO SEARCH BY COORDINATES:

1. Click the **Search** toolbar button.
2. If the right pane doesn't show "Search by Address," then click the current search type and select **Address** from the search types list.
3. In the search box, type the Lat and Long coordinates in decimal degrees separated by a comma.
4. Click the **search** button (the magnifying glass to the right of the search box) or press **ENTER**.

If the coordinates are valid, CONNECTExplorer displays an image of the location whose coordinates you entered. The location is marked with a red pin marker and is listed in the right pane.



If the coordinates are invalid, a message appears.



If you're searching for coordinates and you cannot find what you are looking for, see "Guidelines for entering coordinates" on page 53 to be sure you are entering the coordinates correctly.

**TIP:** To bookmark the location, click the pin marker and click the **Bookmark** button in the search bubble. Enter a bookmark title and click **Save**.

## Searching for text in layers

This topic discusses how to search for text in GIS layers that are available to your organization. You can search a layer for text only if that layer has been configured for text searching by your Administrator or by Pictometry.



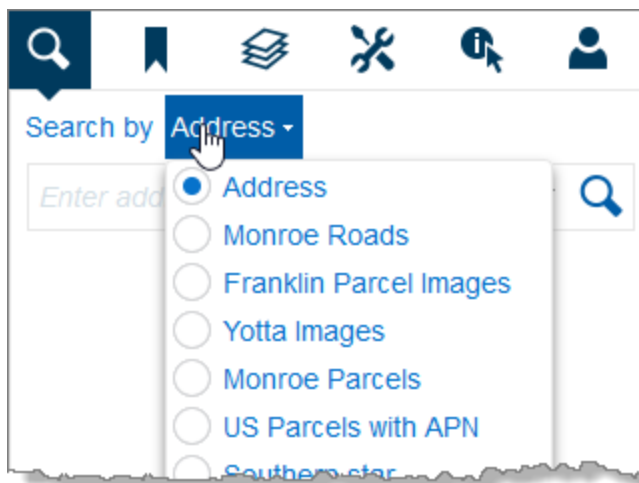
## Searching for text in layers

To search for text in layers, you'll select a layer, choose the fields in that layer that you want to search against, and then enter the text you want to search for in those fields. The application will look for the search text you entered in any part of the selected data fields

**NOTE:** You can only search against the layers you have available to your organization.

### ► TO SEARCH A LAYER:

1. Click the **Search** toolbar button.
2. If the right pane, open the search types list by clicking the current search type.



3. From the search types list, select the layer you want to search in. From that layer's sub-menu, check each field you want to search in and clear the check marks for fields you don't want to search in.



**NOTE:** If you check multiple data fields, CONNECTExplorer looks in all of checked fields for the search text.

4. In the search box, type the search text. (The search feature is not case sensitive, so you can type upper or lower case.)

If you enter more than one word of search text (such as "east avenue"), CONNECTExplorer looks for each word independently, but each word will need to match at least one data field for the result to be listed as a match.

5. Click the **search** button (the magnifying glass to the right of the search box) or press **ENTER**.



All matching results are listed in the right pane. The first result is highlighted and expanded in the right pane and an image showing the first result is displayed in the Image pane.

**NOTE:** Your current image filter settings and the available imagery determine which image is shown in the Image pane.

## Search tips

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### Tips for searching by address

If you're searching for an address and you cannot find what you are looking for, try these suggestions:

- Re-enter the search criteria with commas between the parts of the address. For example, instead of "123 Main Street Anywhere NY" type "123, Main Street, Anywhere, NY".
- Include a postal code if you know it.
- Spell out directions. For example, instead of "E Main" use "East Main".

### Guidelines for entering coordinates

If you're searching for a location by its coordinates and you cannot find what you are looking for, make sure you are following these guidelines:

- Enter the latitude and longitude as degrees. Example: 43.067112,-77.643156
- Enter a comma between the latitude and the longitude. Do not use a slash (/).

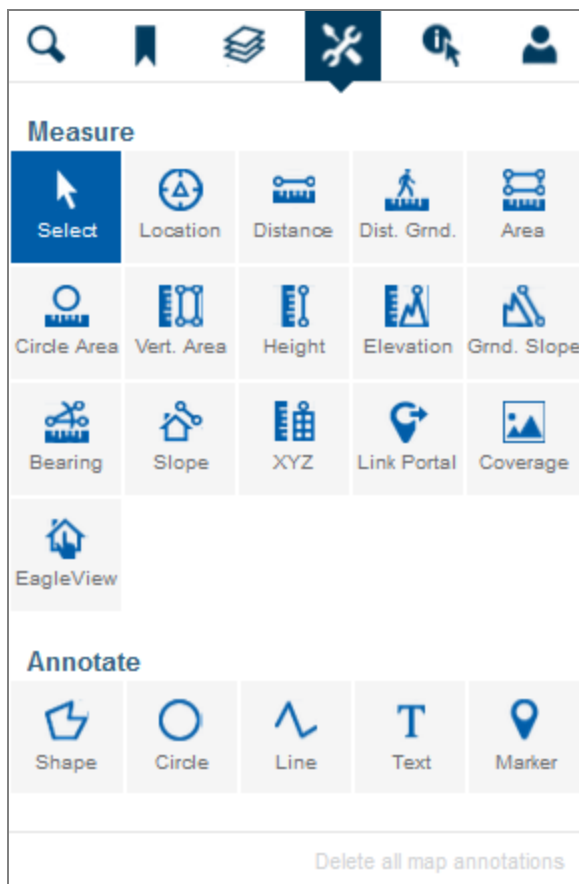
## Search tips

# CHAPTER 5 - MEASURING, ANNOTATING, AND EXPORTING

Tools for measuring and annotating images allow you to more thoroughly analyze your imagery. This chapter includes instructions for using CONNECTExplorer's analysis tools for measuring and annotating images. It also includes instructions for exporting images.

## About tools

When you click the "Measure/Annotate" toolbar button, the right pane opens and displays the list of measurement and annotation tools available to your organization.



**Figure 5-1:** Tools in the right pane

**NOTE:** When enabled, the "Delete all map annotations" button removes all annotations from the Image and Workspace panes.

## Tool properties

Some tools have default properties (like line color, fill color, and units of measure). When you select a measurement or annotation tool, the right pane displays that tool's default properties so you can change the tool's properties before using it, if you wish. Any changes you make become that tool's default properties. A tool's default properties are specific to each user.

## Measurement tools

Here are all possible tools and options. (Your organization might not have every tool in this list.)

Tool	Description
Select	Lets you select an annotation or measurement label in the Image pane.
Location	Shows the geographic coordinates of a location that you click in the current image.
Distance	Measures the distance between two or more points that you draw on an image or map.
Dist. Grnd.	Measures the distance that reflects the contours of the Earth's surface between two or more points that you draw on an image or map.
Area	Calculates the area of the shape you draw on an image or map.
Circle Area	Measures the radius, circumference, and area of a circle.
Vert. Area	Measures the area of a vertical surface, such as the facade of a building. (Available only when oblique images are in view.)
Height	Measures the height of a building or an object in an image. (Available only when oblique images are in view.) You can measure from the ground up or from the top down.
Elevation	Shows the elevation above sea level for the ground point you click in an image.
Grnd. Slope	Measures the angle of the slope and the change in elevation from one ground point to another. Also shows the distance between the two points.
Bearing	Measures the bearing (the orientation from true north) of a line or the angle between two lines you draw.
Slope	Measures the angle of the slope between two points on or above the ground. This tool is useful for measuring the slope of a roof or other points above the ground.
XYZ	Measures the elevation of the point on or above the ground.
Link Portal	Allows you to enter a URL that opens a portal to other image and map providers, such as OpenStreetMap and Bing maps.
Coverage	Displays a dialog box that shows the type of imagery available for the location you click.
EagleView	Lets you order an EagleView Roof Measurement Report.

## Annotation tools

Tool	Description
Shape	Annotates an image with a shape.
Circle	Annotates an image with a circle.
Line	Annotates an image with lines.
Text	Annotates an image with text.
Marker	Annotates an image with an icon.

## Panning while a tool is active

After selecting a measurement or annotation tool, you can pan the image by dragging it with the mouse. This enables you to draw across multiple images.

## Measuring

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CONNECTExplorer provides various tools for measuring items visible in images. You can measure distance, area, height, elevation, the area of a vertical surface, ground slope, bearing, slope, elevation above the ground (XYZ tool), and angles.

Once you select a measurement tool, the tool stays active so you can continue measuring with that tool. While a measurement tool is active, you can pan the image by dragging it.

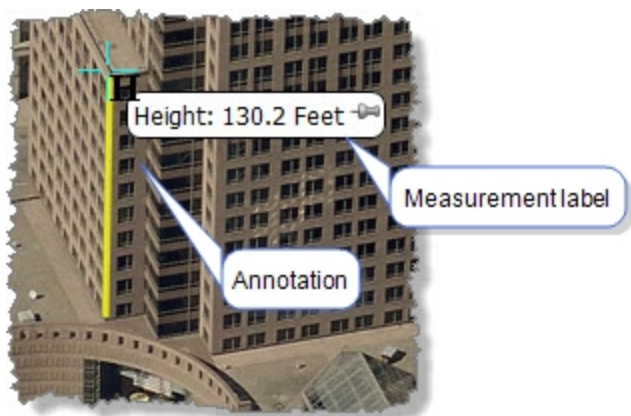
**NOTE:** You can change the active tool's properties from the right pane.

## Ending a drawing

When you draw a line or shape to take a measurement, you'll click points and then double-click the last point on the line or the last point needed to form the shape. If you wish, you can change how you end the line or shape. See "Changing drawing preferences" on page 60.

## About measurement results

As you measure, annotations appear on the image or map. Annotations are graphic results (like lines or dots) and a measurement label that shows the measurement result in the default unit of measurement. For example, if you measure height, a line appears between the starting and ending points and a label displays the resulting measurement.



**Figure 5-2: Measurement results**

Depending on your user preferences, the line and measurement disappear if you click a different tool or take a new measurement. To make an annotation persistent, you can pin it so it continues to appear for the duration of your session while you take more measurements or do other work. To pin annotations automatically, select the user preference "Pin Measurements by Default." For more information, see "Pinning and unpinning measurements" on the next page.

To save an annotation for future sessions, make sure it's pinned, then save the workspace. See "Saving a workspace" on page 92 for more information.

To change the default units of measure in which measurement results are shown, see "Changing units of measure" on page 60.

### ***Hiding annotations and measurement labels***

You can hide pinned measurement annotations so they don't appear on the image. (This hides both the annotation and its measurement label.) Alternatively, you can hide only an annotation's measurement label. You can do either of these things for individual annotations. See "Showing and hiding annotations and their labels" on page 111.

## **Moving measurement labels**

When you use a measurement tool, a measurement label appears next to its graphic result on the image. The label shows the measurement result in the default unit of measurement. Sometimes it's helpful to re-position a measurement label, especially if you've taken several measurements and their labels overlap.

**Important:** When you move the graphic part of an annotation, its measurement label normally moves with it (if you haven't already moved the measurement label). However, when you move only the measurement label, it becomes disconnected from its graphic annotation so you can move the label separately. Once you've moved a measurement label, it stays disconnected permanently.

► **TO MOVE A MEASUREMENT LABEL:**

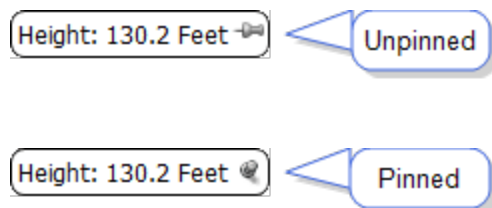
1. On the top toolbar, click the **Measure/Annotate** button.
2. In the right pane, click **Select**. The cursor changes to a hand.
3. In the Image pane, click the measurement label you want to move.



4. Move the mouse pointer over the crosshair symbol until the pointer changes to a pointing hand. Drag the crosshair symbol to the desired location and release the mouse button.
5. Click in the Image pane to deselect the measurement label.

## Pinning and unpinning measurements

Pinning measurements causes them to stay for the duration of your session and adds the annotation to the current workspace. Unless you've set your user preference to pin annotations by default, you must pin the measurement after you complete it and before you take a new measurement or click another toolbar button.



**NOTE:** When you use an annotation tool (Line, Circle, or Text, for example), your annotation is automatically pinned on the image or map.

► **TO PIN THE CURRENT MEASUREMENT:**

- Click the pin button to the right of the measurement result.

## Changing units of measure

You can change a tool's default units of measure in the right pane after selecting that tool. Changing the default affects future measurements; it does not affect measurements you've already completed. To change units of measure for completed measurements, see "Changing annotation properties" on page 83.

## Changing drawing preferences

By default, when you're drawing a line or shape (whether taking a measurement or drawing an annotation), you'll click points and then double-click the last point on the line or the last point needed to form the shape. The point you double-click becomes part of the line or shape.

However, you can change the way this works by selecting a preference called "Snap back to the last point dropped." If this preference is selected, CONNECTExplorer ignores the location of the point you double-clicked and uses the last point you single-clicked as the endpoint of the line or shape.

You might find one drawing method or the other to be easier—it's really just a matter of preference.

### ► TO CHANGE THE METHOD FOR ENDING A DRAWING:

- Click the **Account** toolbar button and select **Preferences** from the right pane.

Click this option ...	To use this as the last point in the line or shape ...
<b>Add a new point at the cursor location</b>	the double-clicked point
<b>Snap back to the last point dropped</b>	the last single-clicked point

## Viewing a location's coordinates

Use the Location Tool to view the coordinates of a location in an image or map.

### ► TO VIEW A LOCATION'S COORDINATES:

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **Location**. The tool's default properties appear at the bottom of the pane.
2. (*Optional*) Change properties for this tool as desired.
3. Click the desired location on the map or image. The coordinates for the location appear in the Image pane.





**NOTE:** In oblique images, click near the base of buildings for more accurate coordinates.

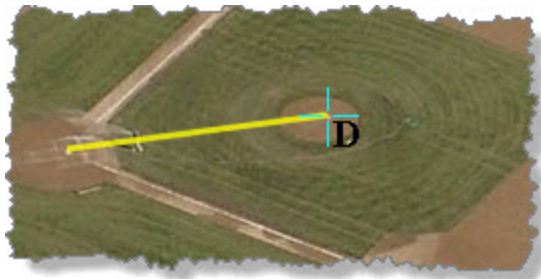
4. To pin the measurement results in the Image pane, click the pin icon.
5. To deactivate the tool, click the **Select** Tool.

## Measuring straight-line distance

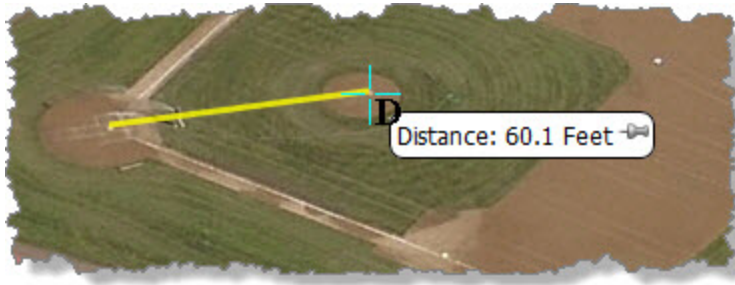
Use the Distance Tool to measure the straightest distance between two or more points in images or maps, or to measure perimeter—the distance around the outside edge of any object. (To measure distance along the ground surface, see "Measuring distance along the ground" on the next page.)

### ► TO MEASURE DISTANCE:

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **Distance**. The tool's default properties appear at the bottom of the pane.
2. *(Optional)* Change properties for this tool as desired.
3. Click where you want to start measuring, then move the mouse to the next point.



4. *(Optional)* If you want the line to contain multiple segments, continue clicking points.
5. Double-click the point where you want the line to stop. The measurement is displayed on the image.



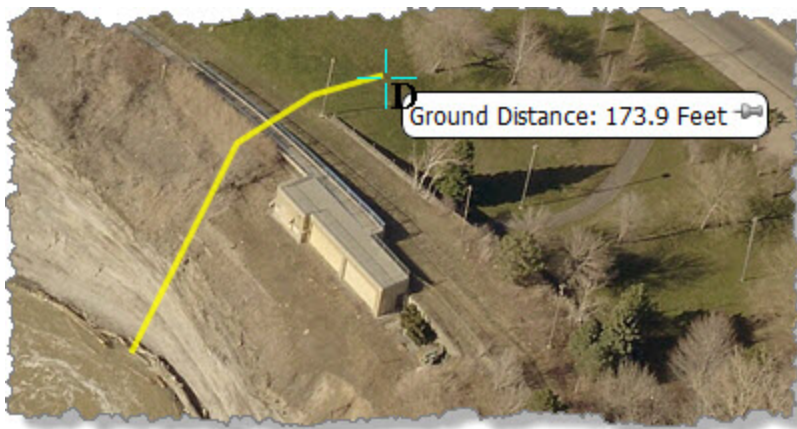
6. To pin the measurement results in the Image pane, click the pin icon.
7. To deactivate the tool, click the **Select Tool**.

## Measuring distance along the ground

Use the Distance Ground ("Dist. Grnd.") tool to measure distances that reflect changes in the contours of the ground surface between two or more points in images or maps.

### ► TO MEASURE DISTANCE ALONG THE GROUND:

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **Dist. Grnd.** The tool's default properties appear at the bottom of the pane.
2. *(Optional)* Change properties for this tool as desired.
3. Click where you want to start measuring, then move the mouse to the next point.
4. *(Optional)* If you want the line to contain multiple segments, continue clicking points.
5. Double-click the point where you want the line to stop. The measurement is displayed on the image.



6. To pin the measurement results in the Image pane, click the pin icon.
7. To deactivate the tool, click the **Select Tool**.

## Measuring area

The Area Tool lets you measure the area and perimeter of any straight-sided shape by outlining the perimeter of the area to be measured.

### ► TO MEASURE AREA:

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **Area**. The tool's default properties appear at the bottom of the pane.
2. (Optional) Change properties for this tool as desired.
3. Click a point on the outside of the shape to be measured, then click the mouse on the next adjacent point around the perimeter of the shape.
4. Continue clicking adjacent corners until the shape is outlined.
5. Double-click when you've outlined the entire shape to be measured. The measurement is displayed on the image.



6. To pin the measurement results in the Image pane, click the pin icon.
7. To deactivate the tool, click the **Select** Tool.

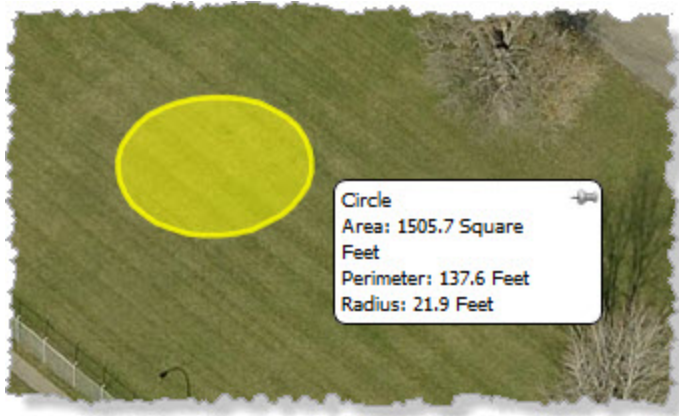
## Measuring the area of a circle

The Circle Area Tool allows you to measure the radius, circumference, and area of a circle.

### ► TO MEASURE THE AREA OF A CIRCLE:

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **Circle Area**. The tool's default properties appear at the bottom of the pane.
2. (Optional) Change properties for this tool as desired.
3. Click the location at which to place the center of the circle.
4. Click a point on the circumference of the circle.

## Measuring



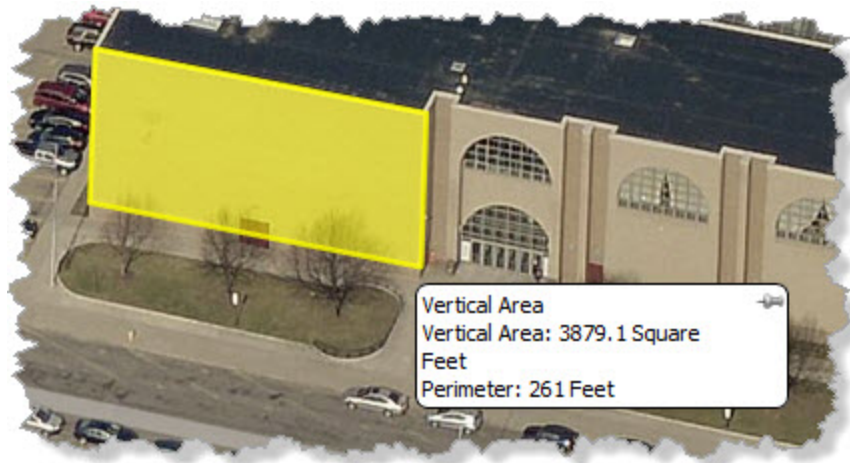
5. To pin the measurement results in the Image pane, click the pin icon.
6. To deactivate the tool, click the **Select** Tool.

## Measuring vertical area

Use the Vertical Area ("Vert. Area") Tool to measure the area of a vertical surface, such as the facade of a building.

### ► TO MEASURE VERTICAL AREA:

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **Vert. Area**. The tool's default properties appear at the bottom of the pane.
2. (*Optional*) Change properties for this tool as desired.
3. Draw a vertical line to define the height by clicking its lower point, then clicking its upper point (or vice versa).
4. Move the mouse away from the vertical line to create a polygon that outlines the area to be measured.
5. Once the area is outlined, click to finish the measurement. The measurement is displayed on the image.



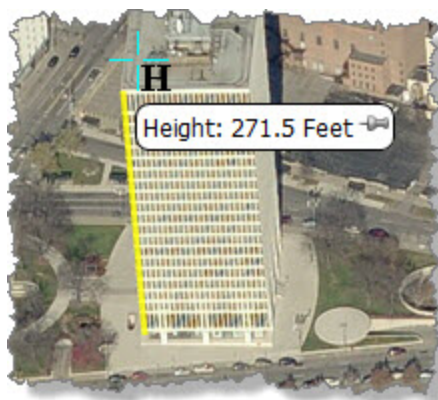
6. To pin the measurement results in the Image pane, click the pin icon.
7. To deactivate the tool, click the **Select** Tool.

## Measuring height

Use the Height Tool to measure the height of an object in an oblique image. (Because orthogonal images are captured straight down, the Height Tool does not apply to them.)

### ► TO MEASURE HEIGHT:

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **Height**. The tool's default properties appear at the bottom of the pane.
2. (*Optional*) Change properties for this tool as desired.
3. Click the ground point (to measure from the ground up) or the top point (to measure from the top down).
4. Click where you want to stop measuring. The measurement is displayed on the image.



## Measuring

5. To pin the measurement results in the Image pane, click the pin icon.
6. To deactivate the tool, click the **Select Tool**.

## Measuring elevation

Use the Elevation Tool to measure the elevation (height above sea level) of a ground point in an image.

### ► TO MEASURE THE ELEVATION:

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **Elevation**. The tool's default properties appear at the bottom of the pane.
2. (*Optional*) Change properties for this tool as desired.
3. Click the point whose elevation you want to measure. The measurement is displayed on the image.



4. To pin the measurement results in the Image pane, click the pin icon.
5. To deactivate the tool, click the **Select Tool**.

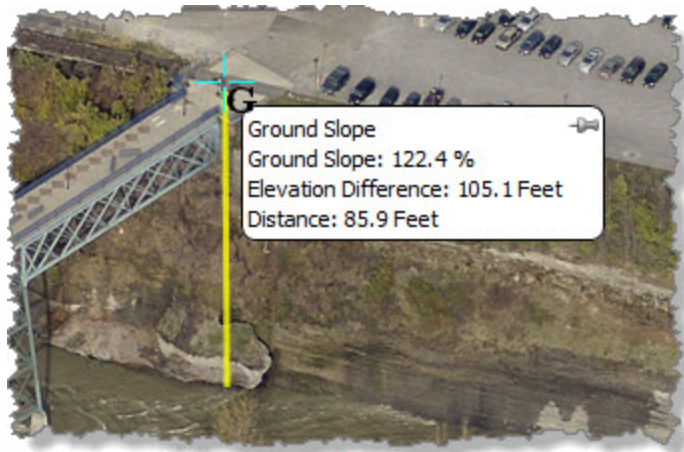
## Measuring ground slope

Use the Ground Slope ("Grnd. Slope") Tool to measure the ground slope and the difference in elevation from one ground point to another.

### ► TO MEASURE THE GROUND SLOPE:

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **Grnd. Slope**. The tool's default properties appear at the bottom of the pane.
2. (*Optional*) Change properties for this tool as desired.
3. Click where you want to start measuring.





4. Click the end point. The elevation difference, distance between the two points, and ground slope measurements are shown on the image.
5. To pin the measurement results in the Image pane, click the pin icon.
6. To deactivate the tool, click the **Select** Tool.

## Measuring bearing and angles

Use the Bearing Tool to measure the bearing of a line or the angle formed by the intersection of two lines in an image.

### ► TO MEASURE BEARING:

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **Bearing**. The tool's default properties appear at the bottom of the pane.
2. (Optional) Change properties for this tool as desired.
3. Click a starting point, move the mouse in the desired direction, then double-click the ending point. The measurement is displayed on the image.

**NOTE:** How you draw the line in relation to the image orientation is important. See "Drawing the line" on the next page.

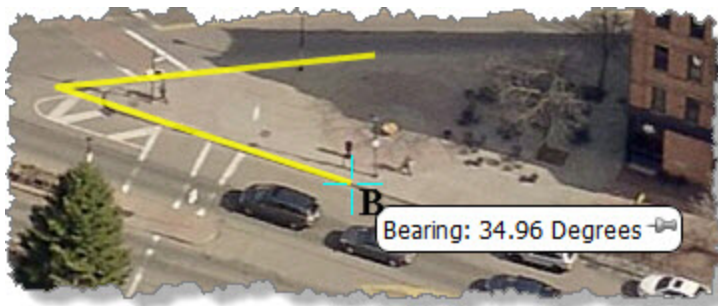


## Measuring

4. To pin the measurement results in the Image pane, click the pin icon.
5. To deactivate the tool, click the **Select Tool**.

### ► TO MEASURE AN ANGLE:

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **Bearing**. The tool's default properties appear at the bottom of the pane.
2. (Optional) Change properties for this tool as desired.
3. Click the vertex (pivot point) of the angle to be measured, then click the mouse on the endpoint of the first line (ray).
4. Move the mouse to form the angle to be measured and click the endpoint of the second ray. The measurement is displayed on the image.

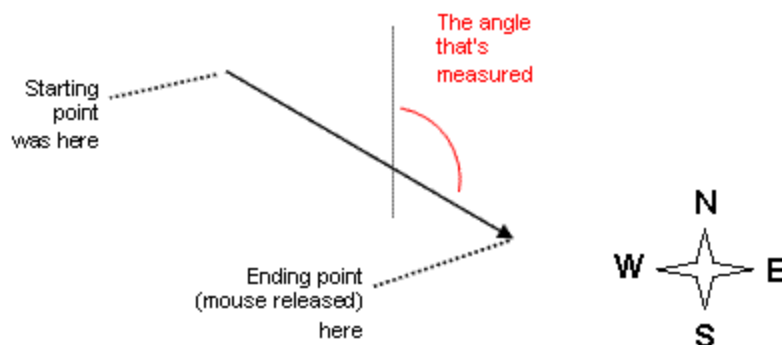


5. To pin the measurement results in the Image pane, click the pin icon.
6. To deactivate the tool, click the **Select Tool**.

## Drawing the line

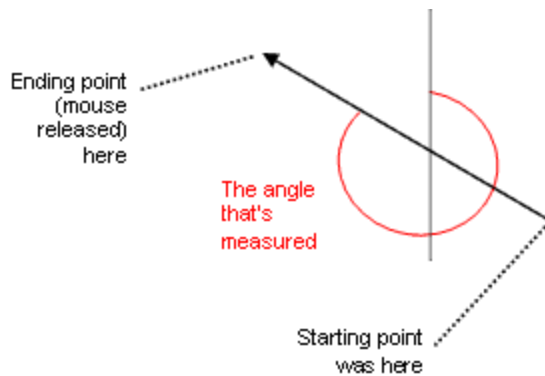
When you draw the line, it's important to be aware of the image orientation, since how you draw the line in relation to the image orientation affects the resulting measurement.

For example, in a north-up image, if the ending point you click is down and to the right of the starting point, the angle measured will be less than 180 degrees, as shown in the following illustration. But in a south-up image, an angle drawn the same way would measure more than 180 degrees.





In a north-up image, if the ending point you click is up and to the left of the starting point, the angle measured will be greater than 275 degrees as shown in this illustration. In a south-up image, the same line would be less than 275 degrees.



## Measuring slope on or above the ground

The Slope tool allows you to measure the angle of the slope between two points above the ground (such as the slope of a roof).

In the following procedure, you'll measure slope by clicking corresponding points in two side-by-side images—an oblique image and an ortho image. Once you select the Slope tool, dual pane mode is activated. If the image you're viewing before selecting the Slope tool is an oblique image, then the right pane displays an ortho image; if you started with an ortho image, then the right pane displays an oblique image.

Messages at the top of the Image pane will prompt you for each step. If the screen message appears in the left Image pane, then your next action should take place in the left pane. If the message appears in the right pane, then your action should take place in the right pane.

### ► TO MEASURE SLOPE:

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **Slope**.

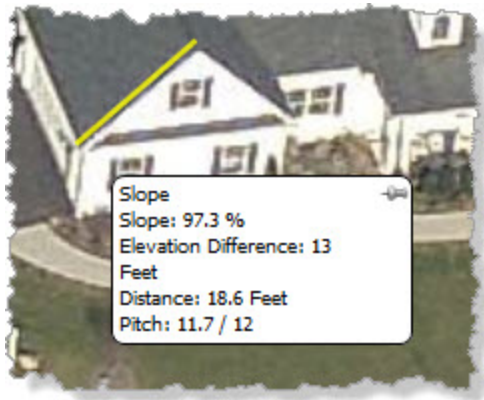
The tool's default properties appear at the bottom of the pane. Dual pane mode is activated and a corresponding image opens in the right pane. An instruction appears at the top of the left pane.

2. (Optional) Change properties for this tool as desired.
3. (Optional) In the left Image pane, make sure you can see the point to start measuring from. Zoom in if necessary.
4. Follow the message at the top of the left Image pane — click the roof peak.
5. In the left Image pane, click the eave point. The messages now appear in the right pane.

## Measuring

6. In the right pane, find and click the same roof peak you clicked in the left Image pane. (Pan or magnify the image as necessary.)
7. In the right pane, find and click the same eave point you clicked in the left Image pane.

The slope, elevation difference, distance between the two points, and pitch measurements are shown in both image panes.



8. To pin the measurement results in the Image pane, click the pin icon.

The left pane displays the first instruction again so you can start a new measurement if you wish.

9. To deactivate the tool, click the **Select Tool**.

## Measuring elevation on or above the ground

The XYZ tool allows you to measure elevation (the Z coordinate) on or above the ground. This tool also displays the longitude and latitude (X and Y).

In the following procedure, you'll measure elevation by clicking corresponding points in two side-by-side images—an oblique image and an ortho image. Once you select the XYZ tool, dual pane mode is activated. If the image you're viewing before selecting the XYZ tool is an oblique image, then the right pane displays an ortho image; if you started with an ortho image, then the right pane displays an oblique image.

Messages at the top of the Image pane will prompt you for each step. If the screen message appears in the left Image pane, then your next action should take place in the left pane. If the message appears in the right pane, then your action should take place in the right pane.

### ► TO MEASURE ELEVATION ON OR ABOVE THE GROUND:

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **XYZ**.

The tool's default properties appear at the bottom of the pane. Dual pane mode is activated and a corresponding image opens in the right pane. An instruction appears at the top of the left pane.

2. (Optional) Change properties for this tool as desired.
3. (Optional) If needed, zoom out or in, or view a different image so you can easily see the point whose elevation you want to measure.
4. Follow the message at the top of the left Image pane — click the point whose elevation you want to measure. A message appears in the right pane.
5. In the right pane, find and click the same point you clicked in the left Image pane. (Pan or magnify the image as necessary.)

The latitude, longitude, and elevation of the point you clicked are shown in both Image panes.



6. To pin the measurement results in the Image pane, click the pin icon.

The left pane displays the first instruction again so you can start a new measurement if you wish.


7. To deactivate the tool, click the **Select** Tool.

## Ordering an EagleView Roof Report

The Order EagleView Roof Report tool allows you to order a report from EagleView's Roof Measurement Report service. **This is a separate paid service that requires its own login credentials (separate from your CONNECT login credentials).** If you don't have an account with our Report service, you can create one when you order the report. The finished report takes one to two business days to produce. You will be notified by email when the report is ready.

### ► TO ORDER AN EAGLEVIEW ROOF MEASUREMENT REPORT:

1. Make sure the Image pane shows the property you want a report for.
2. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **EagleView**.
3. Click the desired property. The parcel is marked and the Roof Report dialog opens.

4. Confirm that the roof report icon  is placed on the location you want a roof report for. If it is not correct, click **Cancel** and repeat Step 3 above.
5. Click **Submit** to proceed to the ordering system. A separate window (or tab) opens.
6. Complete the order on the Report Service website. (You might need to set up an account.)

When the report is complete, you'll receive an email that includes directions for downloading the report. (The email is sent to the address you provided when you set up your account for our Report service.)

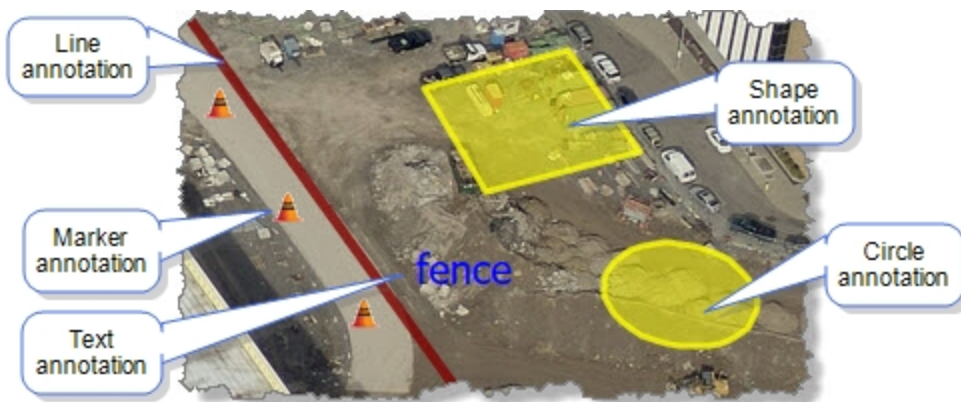
## Annotating

### About annotations

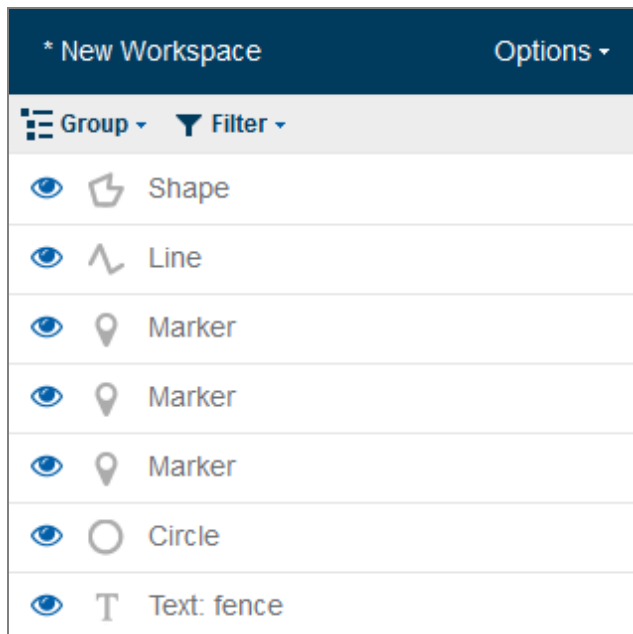
In addition to the annotations that appear when you use measurement tools, CONNECTExplorer provides tools for annotating images and maps with text, lines, shapes, circles, and markers (icons). There are numerous uses for annotations, such as to identify a staging area for emergency planning and management, or to describe items that are visible in an image for presentation purposes.

When you create an annotation, its graphic representation is displayed on the image and the annotation is listed in the Workspace pane.

**TIP:** You can choose to hide annotations so they don't appear on the image. See "Showing and hiding annotations and their labels" on page 111.



**Figure 5-3:** Annotations in the Image pane



**Figure 5-4:** Corresponding annotations in the Workspace pane

If you want to save your annotations, simply save the workspace. See "Saving a workspace" on page 92 for more information.

## Annotation properties

Annotation tools have properties (such as line width, line color, and fill color). You can change an annotation's properties either before or after creating the annotation.

- **Change default properties.** When you select a tool to use, you can change its annotation properties in the right pane before using the tool. (This automatically changes the tool's defaults.)
- **Change the properties of existing annotations.** You can change the properties of existing annotations if you've pinned them and they are shown in the Workspace pane. See "Changing annotation properties" on page 83.)

## Creating annotations

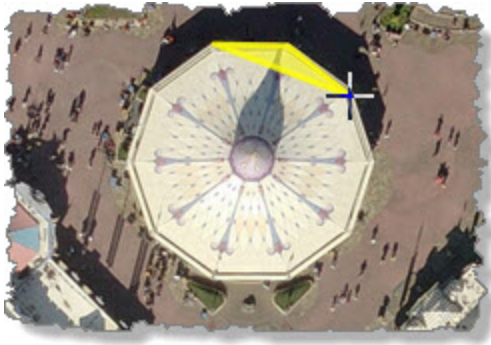
### Annotating with shapes

The Shape Tool allows you to annotate an image or map with a polygon.

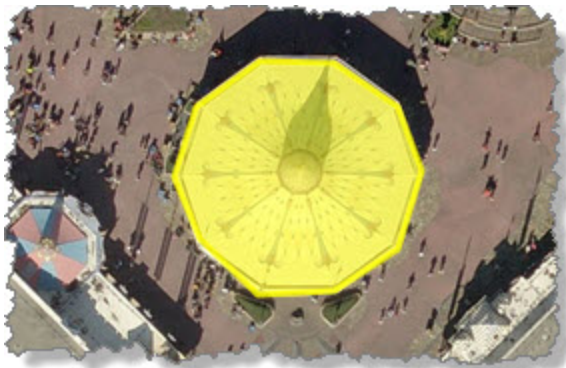
#### ► TO DRAW A SHAPE ANNOTATION:

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **Shape**. The tool's default properties appear at the bottom of the pane.

2. (Optional) Change properties for this tool as desired.
3. Click the location at which to start drawing the shape.
4. Define the outline of the shape by moving the mouse to the next adjacent point out the outside of the polygon. A filled-in polygon appears; its shape changes as you move the mouse. Click the next point on the perimeter of the shape.



5. Continue clicking points on the perimeter of the shape until its outline is completely drawn.
6. Double-click where you want the shape to end.



The Shape Tool remains active so you can draw more shapes.

7. When you're done drawing shapes click the **Select** Tool.

### **Annotating with circles**

The Circle Tool allows you to annotate an image or map with a circle at the location you click.

#### **► TO DRAW A CIRCLE ANNOTATION:**

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **Circle**. The tool's default properties appear at the bottom of the pane.
2. (Optional) Change properties for this tool as desired.
3. Click the location at which to place the center of the circle.

4. Click a point on the circumference of the circle.



### **Annotating with lines**

The Line Tool allows you to annotate an image or map with lines. Line annotations can be helpful for outlining areas, highlighting roads, designating paths or routes, or pointing to an object to which a text note might apply. You can add straight lines or lines with corners and multiple segments.

#### **► TO DRAW A LINE ANNOTATION:**

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **Line**. The tool's default properties appear at the bottom of the pane.
2. *(Optional)* Change properties for this tool as desired.
3. Click where you want the line to start.
4. *(Optional)* Click additional points if you want a line with multiple segments.
5. Double-click where you want the line to end.

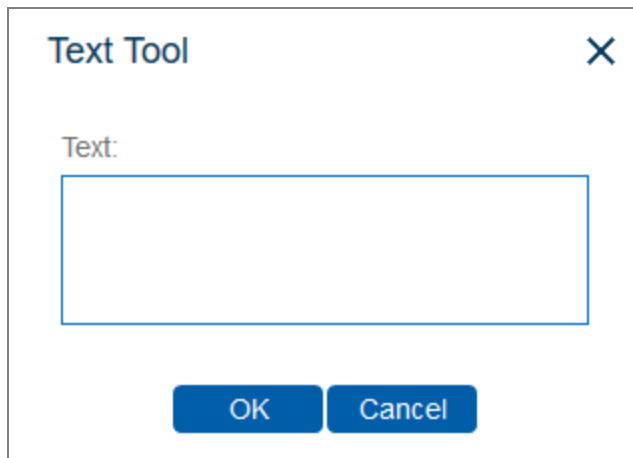


### **Annotating with text**

The Text Tool allows you to enter text on an image or map at the location you click.

► **TO ADD A TEXT ANNOTATION:**

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **Text**. The tool's default properties appear at the bottom of the pane.
2. (Optional) Change properties for this tool as desired.
3. Click the location in the image at which to place the text. The following dialog box opens.

A dialog box titled "Text Tool" with a close button (X) in the top right corner. Inside the dialog, there is a label "Text:" followed by a large empty rectangular text input field. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

4. In the dialog box, type the text you want to add. To enter multiple lines of text, press **ENTER** at the end of each line. When you're done entering text, click **OK**.

The Image pane shows the text at the location you clicked.



### **Annotating with markers**

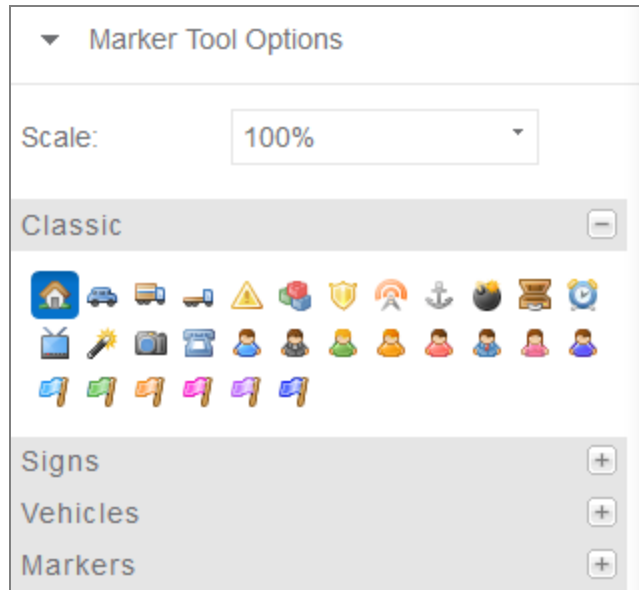
The Marker Tool allows you to annotate an image or map with a marker icon at the location you click. Marker annotations are easily recognized and language-independent, and allow you to attach meaning to various locations in your images. You can also use markers to link to a website or to an image on the Internet. See "Linking markers to websites and images" on page 108.



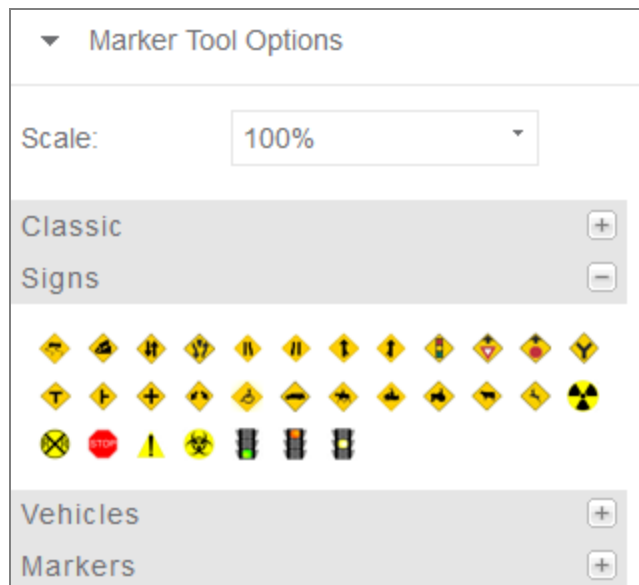
► **TO PLACE A MARKER ANNOTATION:**

1. On the top toolbar, click the **Measure/Annotate** button. In the right pane, click **Marker**.

Marker tool options appear in the right pane. Markers are organized into four categories: Classic, Signs, Vehicles, and Markers.



2. Expand the desired category by clicking its plus sign, then click the desired marker.



3. (Optional) Select a percentage in which to scale marker annotations.

4. In the Image pane, click the location at which to place the marker.



## Changing annotations

In order to change an annotation, you first need to select it either in the Workspace pane or in the Image pane. You can change annotations that are listed in the Workspace pane, and you can change an unpinned annotation by clicking the Select Tool and selecting the annotation.

### *Selecting an annotation*

#### ► TO SELECT AN ANNOTATION:

Do one of the following:

- Select the annotation in the Workspace pane. (Click in the annotation's row near its name or to the right of its name.)
- Or complete these steps:
  - a. On the top toolbar, click the **Measure/Annotate** button.
  - b. In the right pane, click **Select**. The cursor changes to a hand.
  - c. In the Image pane, move your mouse over the annotation until the cursor becomes a pointing hand.



- d. When you see the pointing hand, click the mouse.

The annotation is highlighted with editing marks (small circular icons). A crosshair symbol also appears and drawing mode is activated.



You can now edit the annotation.

**NOTE:** To clear editing marks, move the mouse until the cursor changes back to a hand (not pointing), then click in the Image pane.


### *Editing a text annotation*

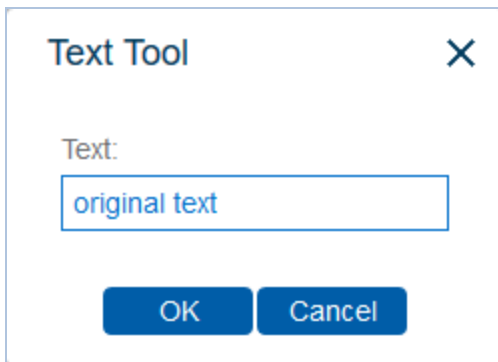
Use the following procedure to edit the text of an existing text annotation.

#### ► **TO EDIT A TEXT ANNOTATION:**

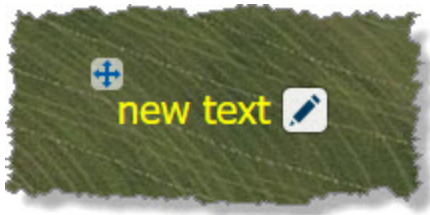
1. Select the text annotation (either by selecting it in the Workspace pane or by clicking the **Select** Tool and selecting it in the Image pane). The annotation's editing marks appear and drawing mode is activated.



2. Click the edit button . The Text Tool dialog box opens and shows the annotation's current text.



3. In the dialog box, type the new text and click **OK**. The new text is shown on the image.



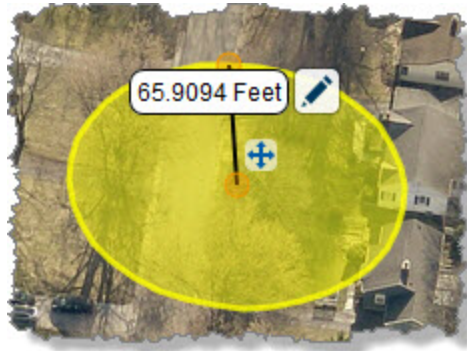
4. Click in the Image pane to deselect the text annotation.


### ***Changing a circle's radius***

Use the following procedure to change the radius of an existing circle annotation.

#### **► TO CHANGE THE RADIUS OF A CIRCLE ANNOTATION:**

1. Select the circle annotation (either by selecting it in the Workspace pane or by clicking the **Select** Tool and selecting it in the Image pane). The annotation's editing marks appear and drawing mode is activated.



- Click the edit button . The Update Radius dialog box opens and shows the current radius in the current units of measure.

Update Radius

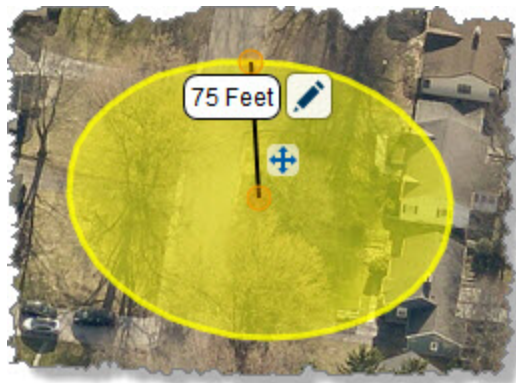
65.9094

Feet

OK

Cancel

- In the dialog box, click the up and down arrows to increase or decrease the length of the radius. Optionally select a different unit of measure from the list. When done, press **ENTER** or click **OK**. The circle is re-displayed with the new radius.



- Click in the Image pane to deselect the text annotation.

### ***Changing the size, shape or location of annotations***

After creating an annotation, you can change its size, its shape, or its location in the Image pane. For example, you can move it, add points, or extend line segments. The following procedure covers these plus other tasks.

## Annotating

To change an annotation's visual attributes (line color, fill color, line width, etc.) see "Changing annotation properties" on the next page.

### ► TO CHANGE SIZE, SHAPE, OR LOCATION:



1. Do one of the following:

- Select the annotation in the Workspace pane. (See "Selecting an annotation" on page 78.)
- On the top toolbar, click the **Measure/Annotate** button. In the right pane, click the **Select** Tool, then select the annotation in the Image pane.

The annotation's editing marks appear and drawing mode is activated.



2. Change the annotation as desired. Use the following chart as a guide.

To ...	Do this ...
Move a line, shape, or text annotation	Move the mouse pointer over the crosshair symbol  until the pointer changes to a pointing hand. Drag the crosshair symbol until the annotation is located where you want it, then release the mouse button. (The entire annotation moves, not its individual points.)
Move a circle annotation	Move the mouse pointer over the crosshair symbol  until the pointer changes to a pointing hand. Drag the crosshair symbol to the desired location and release the mouse button. (When you click in the Image pane to deselect the annotation, you'll see the change.)
Move a marker annotation	Move the mouse over the annotation until the cursor changes to a pointing hand, then click the marker. The marker is highlighted. While highlighted, drag the annotation to the desired location and release the mouse button.
Move a point on a line or shape annotation	Drag the desired point to a new location. Release the mouse button when the point is located where you want it.

To ...	Do this ...
Add points to line or shape annotations	You'll use the more transparent editing marks that are located on the lines between points to create new points. Drag an editing mark to where you want the new point to be located, then release the mouse button. The editing mark becomes a new point.
Re-size a circle annotation	Drag the editing mark that's on the circumference of the circle until you are satisfied with the circle's radius, then release the mouse button. (When you click in the Image pane to deselect the annotation, you'll see the change.)

**NOTE:** Adding and moving an annotation's point changes that point's location and consequently the shape of your annotation.

- When you're done changing the annotation, click the mouse anywhere in the Image pane to deselect the annotation.

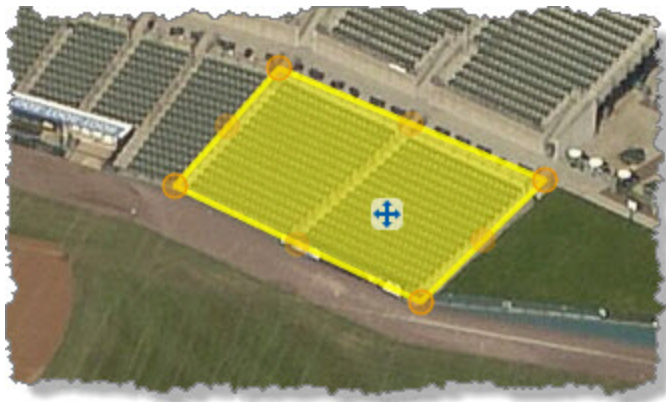
### Changing annotation properties

When you use a measurement or annotation tool, that tool's default properties (line color, line width, units of measure, etc.) are used to create the annotation. (You can change the default properties in the right pane before drawing the annotation.) You can also change that annotation's properties later.

#### ► TO CHANGE AN EXISTING ANNOTATION'S PROPERTIES:

- On the top toolbar, click the **Measure/Annotate** button.
- Do one of the following:
  - Select the annotation in the Workspace pane.
  - Click the **Select** Tool, then select the annotation in the Image pane.

**NOTE:** Selecting an annotation *does not* activate the tool used to create it.



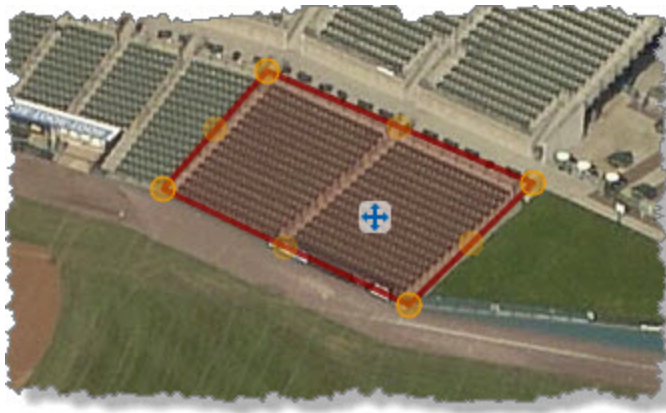


The right pane displays the current attributes of the selected annotation.

▼ Shape Tool Options	
Line Color	<div><div></div></div> ▼
Line Weight	3 ▼
Line Opacity	80% ▼
Fill Color	<div><div></div></div> ▼
Fill Opacity	50% ▼

3. In the right pane, change the annotation's properties as desired. The selected annotation is changed immediately.

**NOTE:** The changes you make affect only the selected annotation.



4. When you're done changing properties for the annotation, click the mouse anywhere in the Image pane (but not on the annotation itself) to deselect the annotation.

## Deleting all annotations

Each time you draw an annotation or pin a measurement, that annotation is added to the Workspace pane. The contents of the Workspace pane remain available for the duration of your session unless you do the following:

- Remove all annotations from the Workspace pane by clicking **Delete all map annotations**. (This button is found in the right pane when the "Measure/Annotate" toolbar button is selected.)
- Open a different workspace.
- Start a new workspace (**Options > New**)



You can also delete specific annotations from the Workspace pane. (See "Deleting individual annotations" on page 111.)

**NOTE:** The Workspace pane is not cleared when you pan the image, search, activate a different measurement tool, or identify GIS data.

To save your annotations for future sessions, see "Saving a workspace" on page 92. For more information about workspaces, see "About workspaces" on page 89.

## Exporting

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### About exporting

CONNECTExplorer provides two formats for exporting the image displayed in the Image pane. You can export the image:

- As a graphics file in one of these formats: JPEG, GIF, PNG, TIFF, GeoTIFF (Orthos only), KMZ (LatLonQuad or LatLonBox).
- As a PDF file

### Exporting an image as a graphics file

The Export Image toolbar button opens a menu so you can choose how to export the image currently shown in the Image pane. The exported image is saved in the default format set on the Preferences dialog box. Visible layers, measurements, and annotations are automatically included in the exported image.

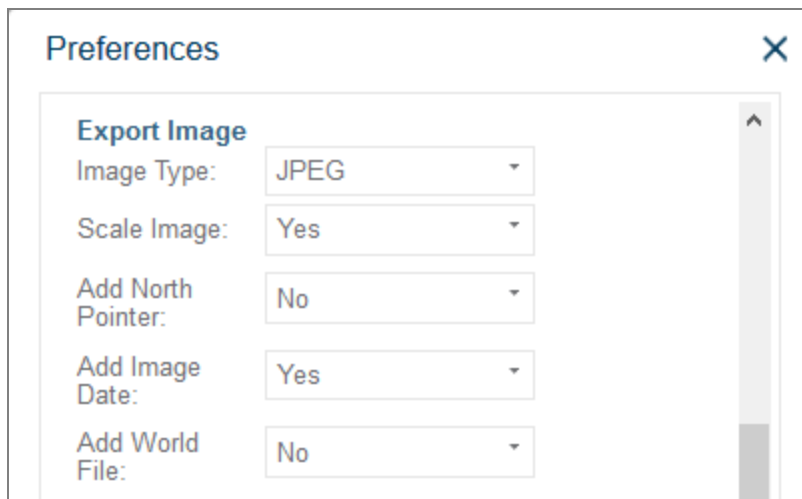
There are three ways to export an image as a graphics file. You can export the:

- entire image
- visible area (the portion of the image that's visible in the Image pane)
- area that you outline with a rectangle

These options are available in a menu that opens when you click the Export Image toolbar button.

Before exporting an image or map, change any other export options as desired on the Preferences dialog box. To open the Preferences dialog box, click the Account button and select **Preferences** from the right pane.

The following user preferences are available:



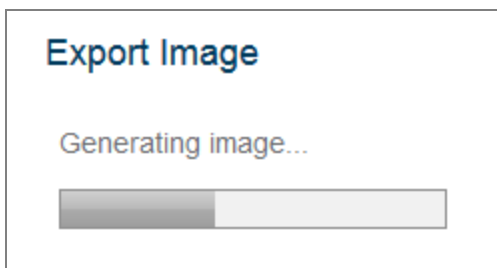
**Figure 5-5:** Export image preferences

**NOTE:** For detailed descriptions of each preference, see "Export Image preferences" on page 129.

### ► TO EXPORT AN IMAGE:

1. On the bottom toolbar, click the Export Image button and select the export method (**Export Visible Area**, **Export Area**, **Export Entire Image**).
2. If you selected "Export Area," you'll draw a rectangle around the area to export as follows:
  - a. Click one corner of the rectangle.
  - b. Move the mouse until the rectangle surrounds the area you want to export, then click the mouse.

The export file is generated based on the export method you chose. While the export file is generated, you might see the following message.



**NOTE:** If Dual Pane mode is enabled, a zip file is generated. The zip file contains two image files in the default file format. If Dual Pane mode is turned off, the file is generated in the default format set in your user Preferences.

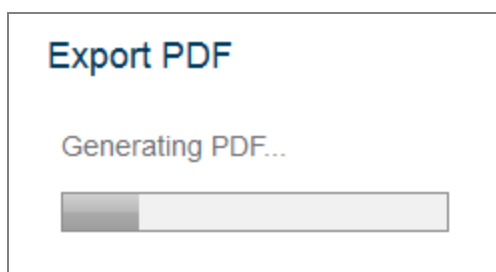
3. When prompted by your browser, save the file to your hard drive. (Your browser might save the file to the "Desktop" folder, or it might allow you to navigate and choose the folder to download the file to.)

## Exporting an image to a PDF file

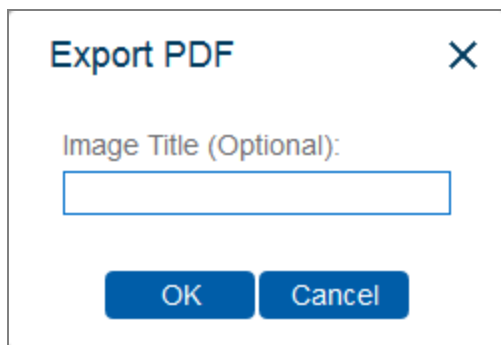
The Export PDF option creates a PDF file of the image shown in the Image pane. Visible layers, measurements, and annotations are automatically included on the exported image.

### ► TO EXPORT AN IMAGE TO A PDF FILE:

1. On the bottom toolbar, click the Export Image button and select **Export PDF**. You might see the following message while the PDF is being generated.

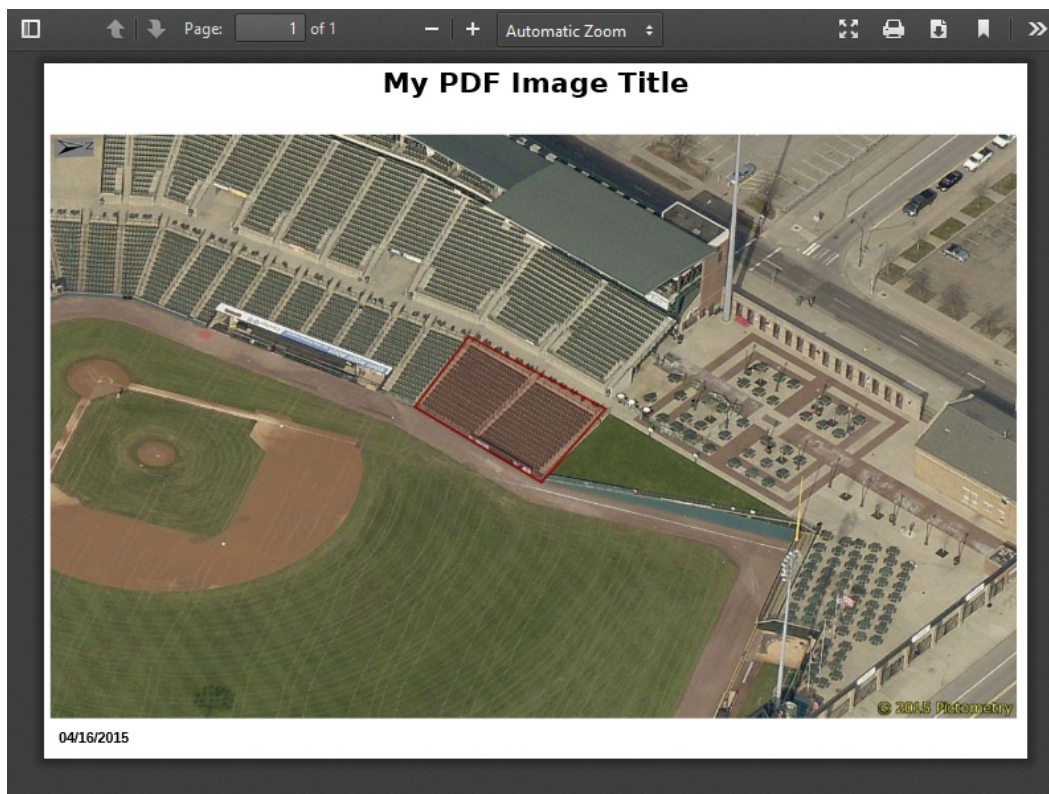


After the PDF is generated, the following dialog box appears.



2. Type an image title (optional) and click **OK**. The PDF file opens in a new browser window.

## Exporting



3. Save or print the file, if desired. (The instructions vary depending on the browser you are using.)

**NOTE:** If dual pane mode is enabled, the exported image shows both image panes.

# CHAPTER 6 - USING WORKSPACES

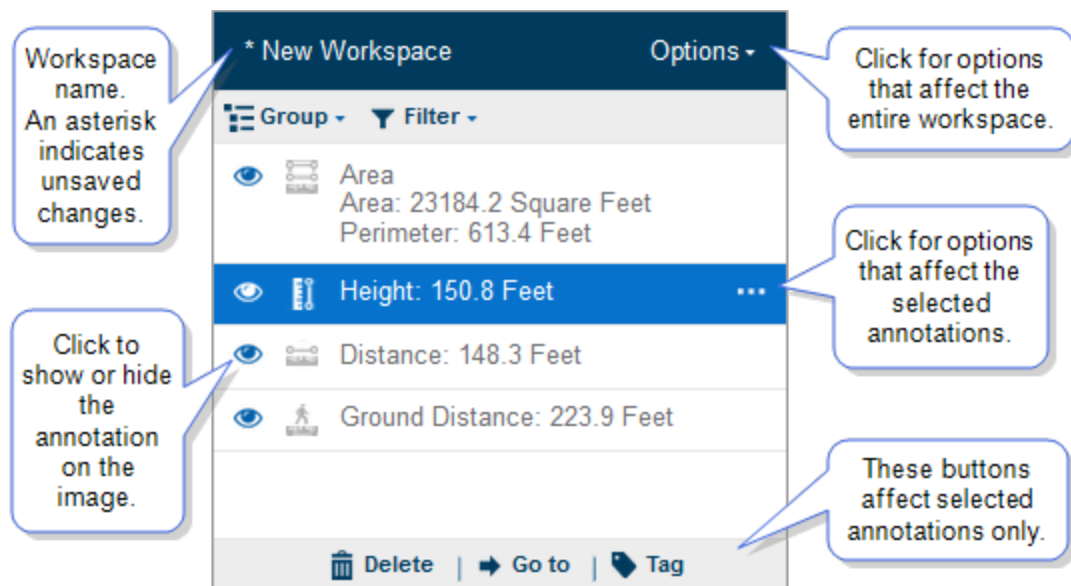
This chapter describes how to create and use workspaces and work with their contents.

## About workspaces

A workspace is a collection of measurements and annotations that can be saved with a name. When you save annotations as a workspace, you can work with them again later or export them as a CSV file to use in other ways.



As you measure and draw, drawing annotations and pinned measurement annotations are automatically added to the Workspace pane. When you save the annotations currently listed in the Workspace pane as a workspace, CONNECTExplorer saves the current location at the current zoom level and orientation along with annotation details (such as measurement values).

CONNECTExplorer also creates an internal bookmark ("image link") for each measurement or annotation. For more information about the Workspace pane, see "The Workspace pane" on page 15.

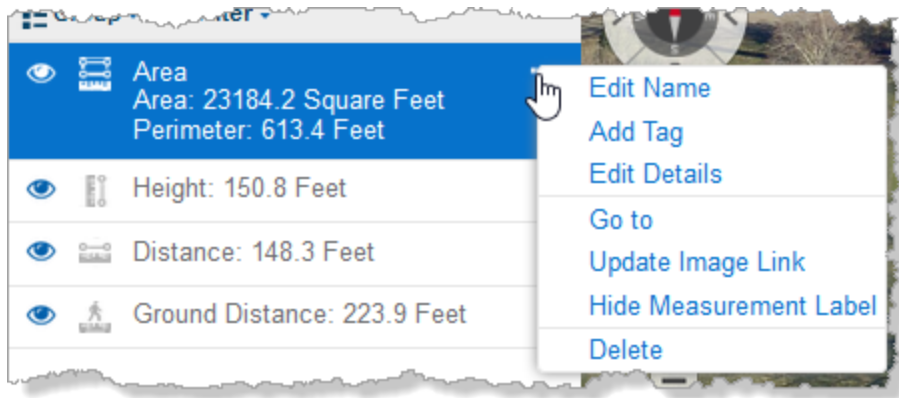


**Figure 6-1:** The Workspace pane with a few annotations

## More options

If you select one or more annotations (rows), this symbol  appears. Selecting  opens a menu of options that affect the selected annotation(s).

**TIP:** You can also right-click a row to display the menu.



**Figure 6-2:** A menu of annotation options.

## Workspace tasks

You can work with a workspace as a whole, or with its details. Either way, you'll use the Workspace pane.

These tasks affect an entire workspace:

Task ...	See ...
Create a new workspace. (Creates an empty workspace and clears the current annotations from the Workspace pane.)	"Creating a new workspace" on the next page
Open a saved workspace.	"Opening a workspace" on page 93
Import workspaces from POL. (Pertains only to POL users.)	"Importing POL workspaces" on page 102
Save the contents of the Workspace pane with its current name or with a new name.	"Saving a workspace" on page 92
Restore the workspace to the state it was in when it was last opened.	"Reloading the Workspace pane" on page 100
Share your workspace with other users in your organization, or with an external user who has an active CONNECT account.	"Sharing a workspace" on page 96
Export measurement results and annotations as a CSV file.	"Exporting a workspace in CSV format" on page 99
Export measurement results and annotations as a KML file.	"Exporting a workspace in KML format" on page 99
Group annotations shown in the Workspace pane by tag, by name or by type.	"Grouping annotations" on page 117
Filter annotations shown in the Workspace pane by tag, by name, or by type.	"Filtering annotations" on page 118

These tasks affect annotations selected in the Workspace pane:

Task ...	See ...
Edit an annotation's name.	"Editing an annotation's name" on page 104
Add or edit tags.	"Adding tags" on page 114 and "Editing tags" on page 116
Edit annotation details.	"Editing annotation details" on page 106
Go to and display the image associated with a particular annotation.	"Navigating to an annotation's image link" on page 113
Update an annotation's image link. (Associate the annotation with a different image.) This does not move the annotation to a different image location.	"Updating workspace image links" on page 112
Hide an annotation's measurement label.	"Showing and hiding annotations and their labels" on page 111
Delete selected annotations from the Workspace (and Image) panes.	"Deleting individual annotations" on page 111
Edit an annotation.	"Changing annotation properties" on page 83 and "Changing the size, shape or location of annotations" on page 81

## Working with workspaces

### Creating a new workspace

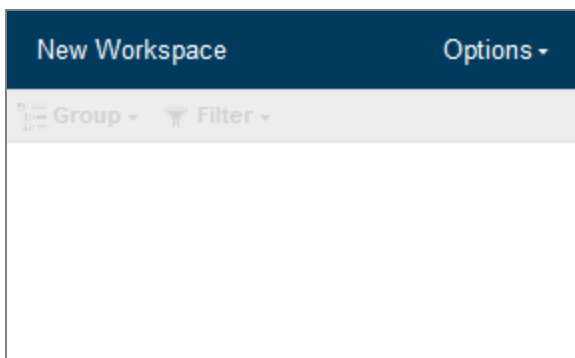
You can create a new empty workspace at any time.

**TIP:** Creating a new workspace removes the annotations currently displayed in the Workspace and Image panes. If you want to keep the annotations currently shown in the Workspace pane, be sure to save the workspace before creating a new one.

#### ► TO CREATE A NEW WORKSPACE:

- In the Workspace pane, click **Options** and select **New**.

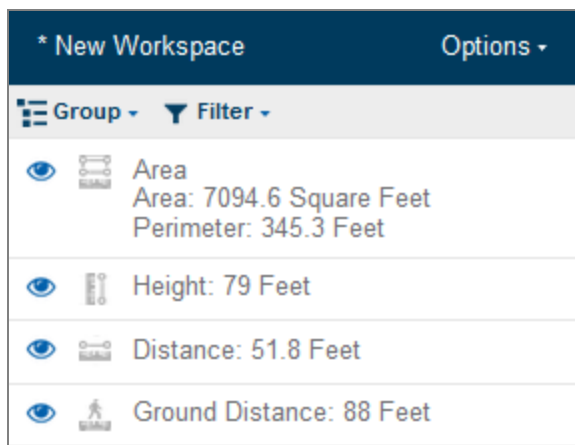
A blank workspace opens and any annotations previously shown are removed from the Workspace and Image panes.



## Saving a workspace

You can save the contents of the Workspace pane with a name you specify so you can access that workspace later. When you save a workspace, CONNECTExplorer saves the current location at the current zoom level and orientation along with the annotations contained in the Workspace pane and any layers that are enabled on the image.

If you're working with an existing workspace (one you've previously saved), you can save any changes you've made since opening it by using the "Save" option to save it with the same name.



**Figure 6-3:** A workspace with unsaved annotations

### ► TO SAVE THE CURRENT WORKSPACE:

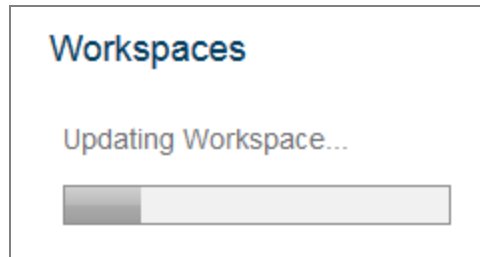
1. Open the Workspace pane, if not already open. (Click the **Workspaces** button on the left edge of the Image pane.)
2. In the Workspace pane, click **Options** and do one of the following:

Select ...	To ...
<b>Save</b>	Save a workspace for the first time, or save the current workspace with its <i>existing</i> name.

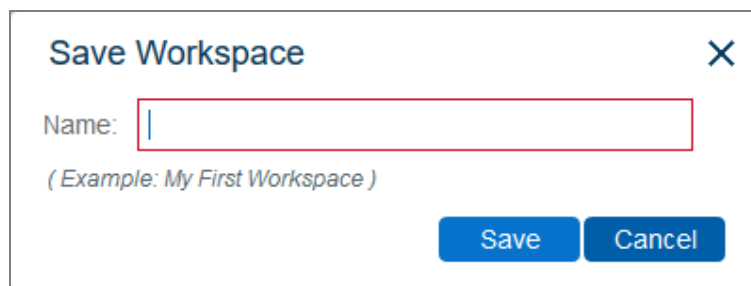


Select ...	To ...
<b>Save As</b>	Save a workspace for the first time, or save the current workspace with a <i>new</i> name.

If you're saving the current workspace with the same name, a message appears briefly stating that your workspace has been updated.



If you're saving a workspace for the first time or with a new name, the Save Workspace dialog box opens. Continue with the next step in this procedure.



3. Type a workspace name and click **Save**.

**NOTE:** If you type a name that already exists, a message appears so you can either overwrite the existing name or cancel and enter a different name.

The name you entered is shown at the top of the Workspace pane.

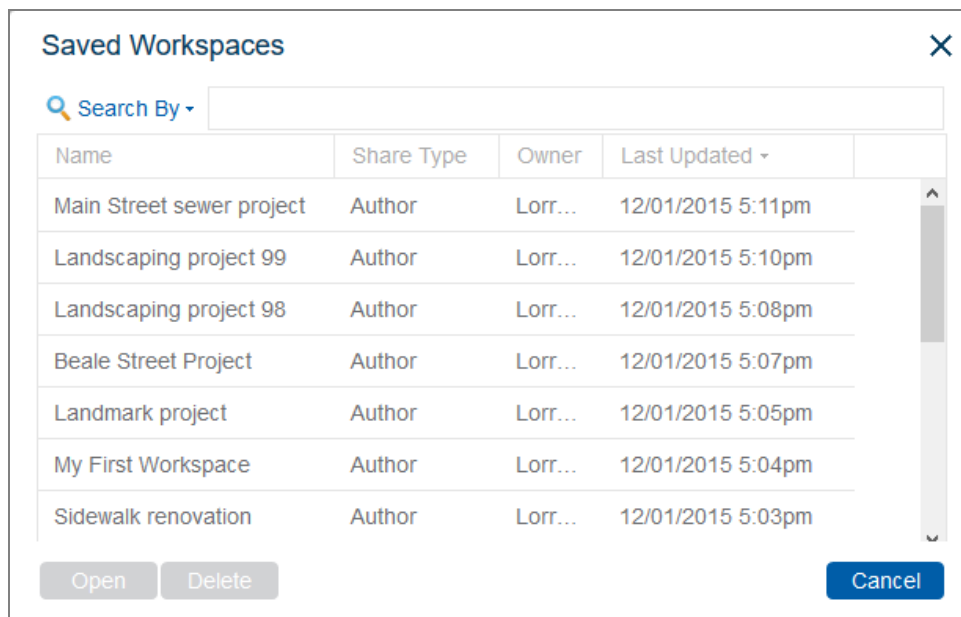
**NOTE:** You can open the workspace later by selecting **Open** from the Options list.

## Opening a workspace

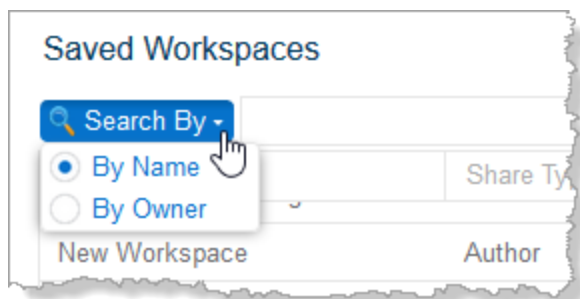
To work with an existing workspace, you need to first open it so its details are available in the Workspace pane. You can open a workspace you previously saved in CONNECTExplorer.

### ► TO OPEN A WORKSPACE:

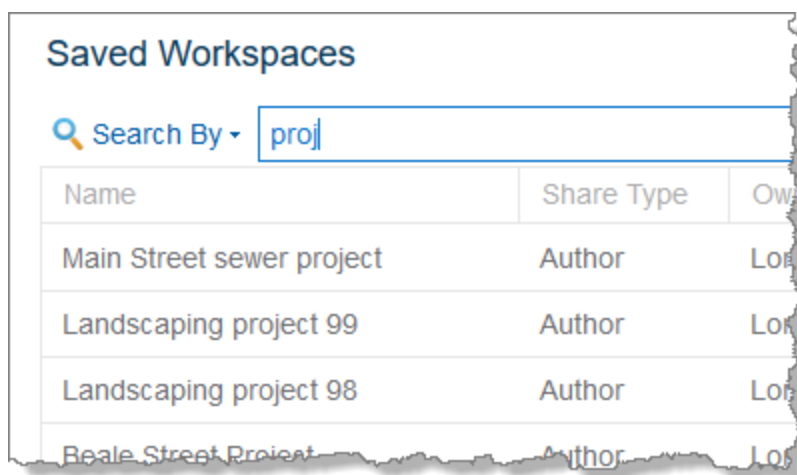
1. In the Workspace pane, click **Options** and select **Open**. The following dialog box opens and displays your saved CONNECT workspaces.



2. (Optional) To filter the list of workspaces, open the **Search By** list and select either **By Name** or **By Owner**. Then click inside the filter box (to the right of "Search By") and type the text you want to filter the list by.



You can search for text contained in any part of the name you're searching for.



**TIP:** Filtering the list might make it easier to find what you're looking for.

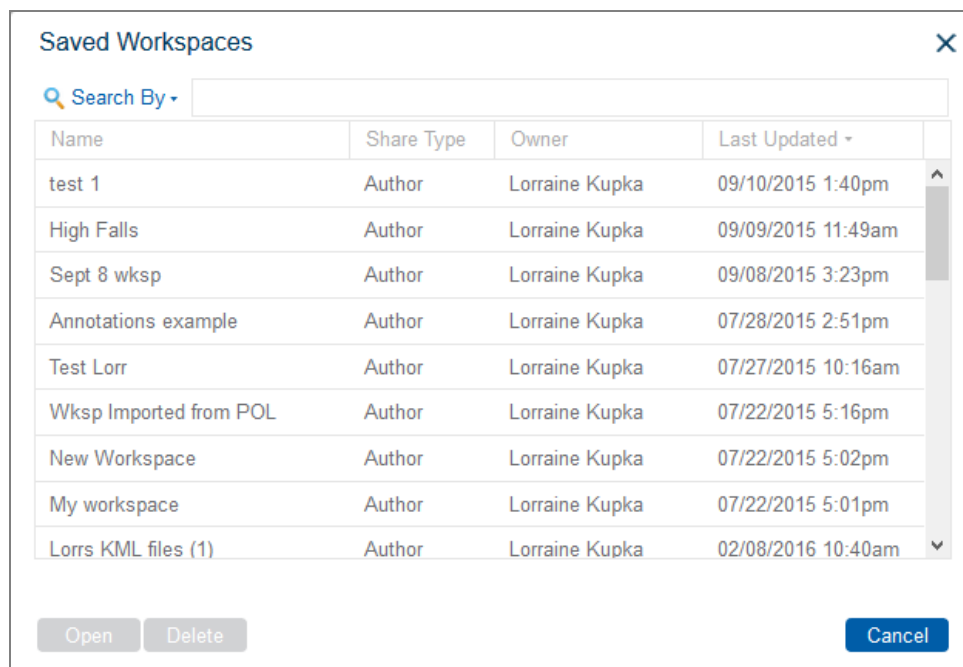
3. Select the workspace you want to open and click **Open**. The workspace opens in the Workspace pane.

## Deleting workspaces

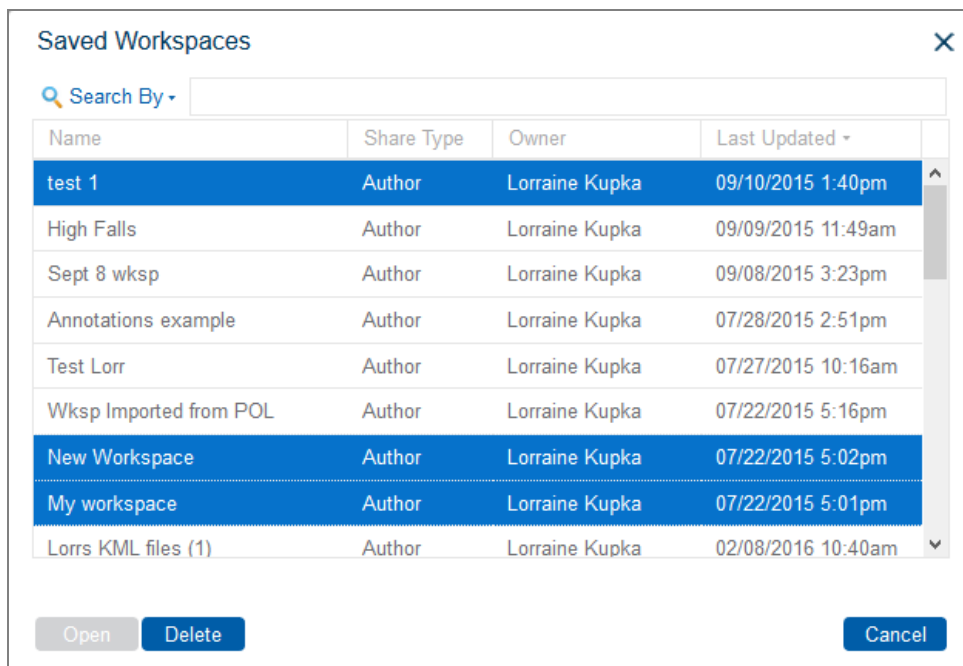
You can only delete any of your own workspaces (workspaces in which you are the Author). However, you cannot delete workspaces that have been shared with you (workspaces for which your Share Type is Viewer, Contributor, or Restricted).

### ► TO DELETE WORKSPACES:

1. In the Workspace pane, click **Options** and select **Open**. The Saved Workspaces dialog box opens and displays your saved CONNECT workspaces.

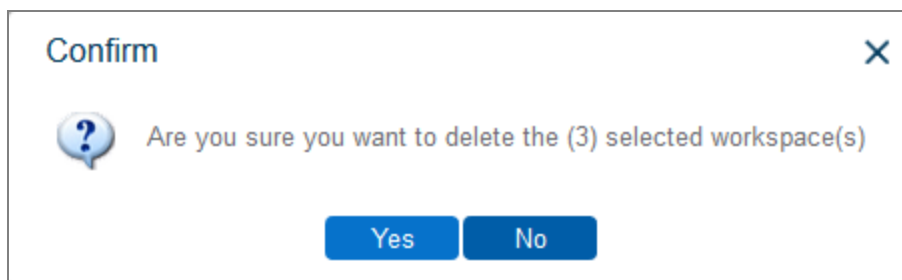


2. (Optional) To filter the list of workspaces, open the **Search By** list and select either **By Name** or **By Owner**. Then click inside the filter box (to the right of "Search By") and type the text you want to filter the list by. You can search for text contained in any part of the name you're searching for.
3. Select the workspaces you want to delete. To select multiple workspaces, use the CTRL and SHIFT keys.



4. Click **Delete**.

A confirmation message appears.



5. To delete the workspaces, click **Yes**.
6. Close the Saved Workspaces dialog box by clicking its close button (X).

## Sharing a workspace

When you create a workspace, you are the "Author" and the only person who has access to that workspace—unless you share the workspace with others. You can share an open workspace with another user from your organization or with a user who is outside of your organization and who has an active CONNECT account.

**NOTE:** You can only share workspaces that you have saved. If you've created annotations, you must save them as a workspace before you can share them.

## Share status options

You can assign any of the following share statuses.

Option ...	Description ...
Deny	Denies the user access to the workspace.
Viewer	<p>Gives the user read-only access to the workspace.</p> <p><b>NOTE:</b> The user who is given Viewer access can save a copy of the workspace with a different name ("Save As"). The user is automatically assigned a share status of "Author" for the saved copy.</p>
Contributor	Allows the user to change and save the workspace. However, changes may be lost if the Author or another Contributor makes changes at the same time, depending on who saves the workspace first.
Restricted	Allows the user to view the workspace, but they cannot change or save it. (This is like Viewer status, but without the ability to save a copy of the workspace with the "Save As" option.

### ► TO SHARE A WORKSPACE:

1. Open the workspace you want to share.
2. In the Workspace pane, click **Options** and select **Share**. The Share Workspace dialog box opens and lists all other users from your organization and external users you previously added along with each user's Share status for this workspace.

**TIP:** Because external users are automatically assigned a share type of "Restricted" when they're added, you can easily find them in the list by looking at the Share Type column.

**Share Workspace**

Users

Select All ▾ Email:  Add

User ▾	Share Type	Email
Lite Admin	Deny	super.lite@qa_parent.us
New usertomove	Deny	newusermove@qa_par...
New User	Deny	makillik.27@gmail.com
POL FF User	Deny	user11@pol_ff.us
POL sub4	Deny	user01@pol_sub4.us
POL user	Deny	user20@pol.us
POL user	Deny	user01@qa_pol.us
POL user	Deny	user04@qa_pol.us
POL user10	Deny	user10@pol.us
Parent 2.0	Deny	parentadmin.20@picto...

Save Cancel

3. To share the workspace with a user, complete the following steps:
  - a. To quickly assign the same share status to all users, click the **Select All** button and select the share status from the list.
  - b. To assign a share status to a single user, click in the **Share Type** column next to the user you want to share this workspace with. A drop-down arrow appears in the field.

Deny ▾

- c. Click the arrow and select one of the options from the list. (See "Share status options" on the previous page.)
  4. To add an external user to the list, type the user's CONNECT email address in the Email text box and click **Add** to add the user to the list.
- The user is added with a Share Type of "Restricted."
5. Click **Save**.

### ***What happens after you share a workspace?***

When the user you shared the workspace with selects Options > Open from the Workspace pane, they will see the shared workspace in their list (in the "Saved Workspaces" dialog box).

When they open the workspace, they will see it as it looked when it was last saved. If the Author continues making changes to that workspace, the user will not see any unsaved changes the

Author made. However, if the Author saves their changes and the user reloads their workspace, the saved changes will appear.

### Avoiding conflicts

Both Authors and Contributors have the ability to make and save changes to the same workspace. Changes can be lost if both the Contributor and the Author make changes at the same. If both the Author and the Contributor change and save the workspace at the same time, then the person who clicked "Save" last is the person whose changes are saved.

**Important:** Authors and Contributors need to coordinate the timing of their changes.

## Exporting a workspace in CSV format

You can export measurement and annotation details shown in the Workspace pane as a CSV (comma-separated values) file. CONNECTExplorer exports the name, type, measurement value and units of measure for each type of annotation in the workspace, and the text of the measurement label. A tag column is included if any of the annotations have tags.

	A	B	C	D	E	F	G	H
1	Name	Type	Distance	Distance Units	Area	Area Units	Text	
2	Distance	Distance	340.8	Feet			340.8 Feet	
3	Distance	Distance	337.4	Feet			337.4 Feet	
4	Distance	Distance	315.2	Feet			315.2 Feet	
5	Distance	Distance	297.3	Feet			297.3 Feet	
6	Area	Area			17528.4	Square Feet	17528.4 Square Feet	
7	Area	Area			19533.6	Square Feet	19533.6 Square Feet	
8								

**Figure 6-4:** Exported annotations in a CSV file

### ► TO EXPORT THE CURRENT WORKSPACE:

1. Make sure the workspace you want to export is shown in the Workspace pane. If not, then open the workspace. (See "Opening a workspace" on page 93.)
2. In the Workspace pane, click **Options** and select **Export**. The CSV file is created.
3. Either open the CSV file or save it to your hard drive. (If you choose to save the file, your browser might automatically save it to the "Desktop" folder, or it might allow you to navigate and choose the folder to download the file to.)

## Exporting a workspace in KML format

You can export measurement and annotation details shown in the Workspace pane in KML format so you can use those details in other applications, such as Google Earth. CONNECTExplorer exports the name, type, measurement value and units of measure for each type of annotation in the

workspace, and the text of the measurement label. A tag column is included if any of the annotations have tags.

### ► TO EXPORT THE CURRENT WORKSPACE:

1. Make sure the workspace you want to export is shown in the Workspace pane. If not, then open the workspace. (See "Opening a workspace" on page 93.)
2. In the Workspace pane, click **Options** and select **Export KML**. The KML file is created.
3. Either open the KML file or save it to your hard drive. (If you choose to save the file, your browser might automatically save it to the "Desktop" folder, or it might allow you to navigate and choose the folder to download the file to.)

## Reloading the Workspace pane

Reloading restores the current workspace to the state it was in when it was last opened. This feature removes any changes you've made since opening the workspace.

### ► TO RELOAD THE WORKSPACE PANE:

- In the Workspace pane, click **Options** and select **Reload**.

When you reload a workspace, it returns to its previous state. Any unsaved items are excluded when the Image window is redrawn.

**NOTE:** For more information about workspaces, see "About workspaces" on page 89.

## Importing POL workspaces

### *About importing workspaces from POL*

This topic provides an overview of importing workspaces from POL, including limitations and information about how POL workspaces are converted when imported into CONNECTExplorer. (For instructions about importing POL workspaces, see "Importing POL workspaces" on page 102.)

### ***What can you import?***

You can import a workspace from POL if:

- You are the author of the workspace (your share status is "Author").
- You created it in POL with the same credentials as those you used to log into CONNECTExplorer.

You can import multiple POL workspaces with one operation.



### ***What can you do with an imported workspace?***

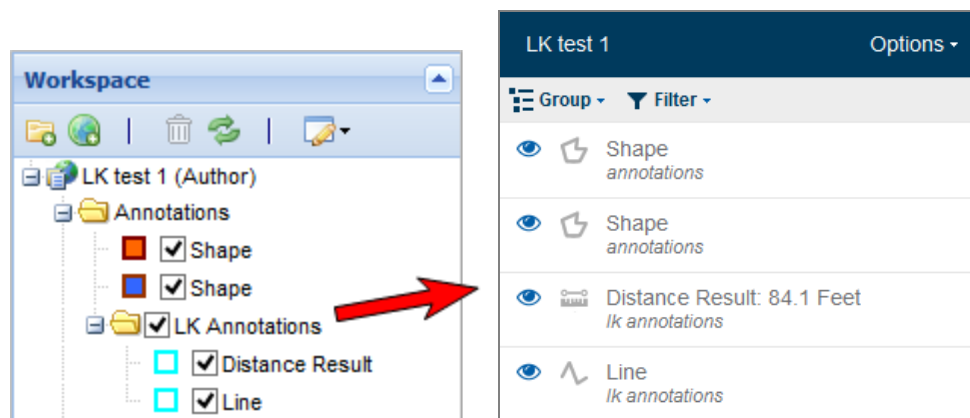
When you import a POL workspace, a copy of that workspace is opened in CONNECTExplorer and saved as a CONNECTExplorer workspace. This does not change the original POL workspace in any way.

After importing a POL workspace, you can open it, share it, and work with it as you would with any other CONNECTExplorer workspace. Any changes you make are not saved back to POL.

### ***How are POL workspaces converted?***

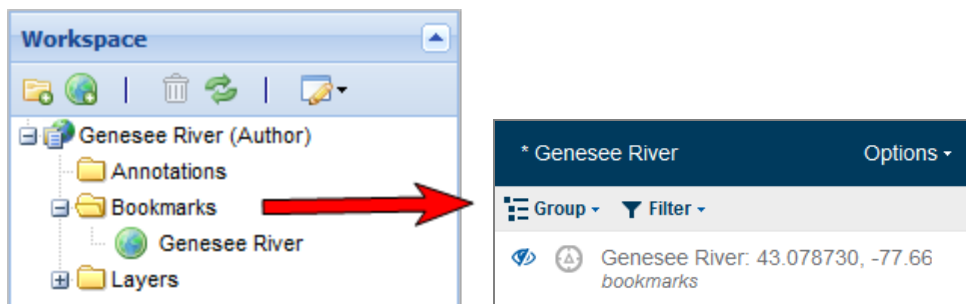
When a POL workspace is imported in CONNECTExplorer, it is converted to a format that can be used by CONNECTExplorer. Its workspace items are converted as follows:

- Annotations (drawing or measurement) stored in the “Annotations” folder of the POL workspace are assigned the tag “annotations” when imported into CONNECTExplorer.
- Annotations stored in a POL workspace subfolder (under the “Annotations” folder) are tagged with the name of the subfolder when imported into CONNECTExplorer



- Layers are not imported into CONNECTExplorer. (In CONNECTExplorer layers are global and are not part of the workspace.)
- For measurements, a tool's unit of measure comes from that tool's default in CONNECTExplorer, not from POL.
- In POL, bookmarks (locations you explicitly saved as bookmarks) are part of a workspace. In CONNECTExplorer, your bookmarks are shown in the right pane when you click the Bookmarks toolbar button; they are not contained in workspaces.

Consequently, when a POL workspace with bookmarks (stored in the “Bookmarks” folder) is imported, those bookmarks are converted to Location Tool annotations in the CONNECTExplorer workspace, they are assigned the tag “bookmarks,” and their visibility is turned off.



- A default image link (north-up oblique) is added to each imported annotation.

**NOTE:** In CONNECTExplorer, each workspace annotation has an underlying image link (bookmark) associated with it. This is not the same as bookmarks you create yourself. Although the image links are not visible in the Workspace pane, you can change the image associated with an annotation from the Workspace pane's Options list.

- Annotations that are set as read-only in POL are editable after being imported into CONNECTExplorer.

## Importing POL workspaces

You can import any POL workspace that you own into CONNECTExplorer. When you import a POL workspace in CONNECTExplorer, it is converted to a format that can be used by CONNECTExplorer. You can also import multiple POL workspaces at the same time.

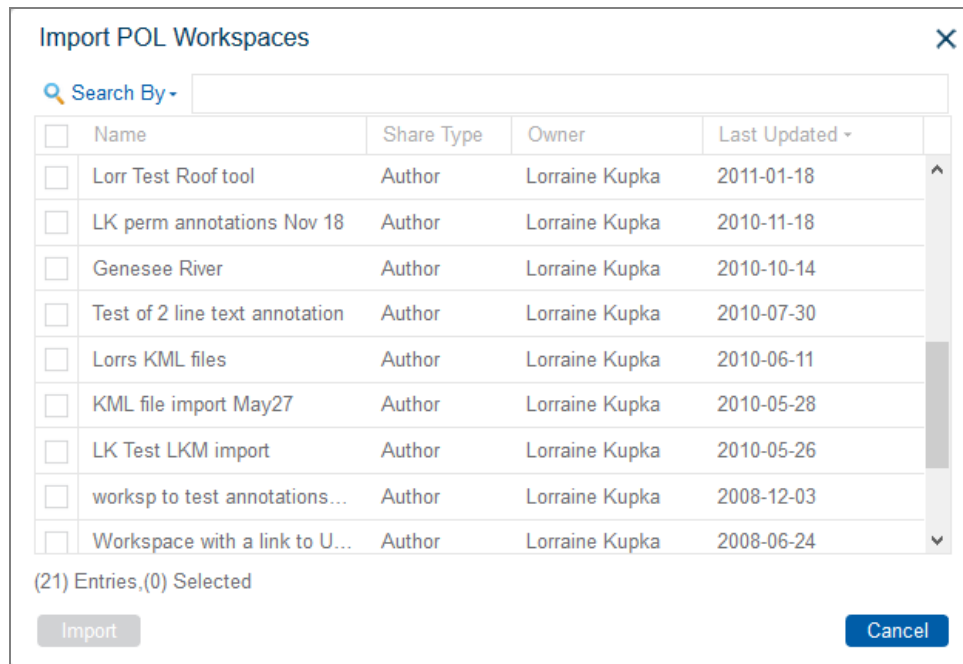
If you import a workspace that has the same name as one you previously imported, a copy of the workspace is saved with a number appended to the end of the name. For example, if you previously imported a workspace called "Sample" and you import it again, the copy of that workspace is called "Sample (1)." If you import it a third time, that workspace is called "Sample (2)."

Empty workspaces are not imported. If any of the workspaces you select to import are empty, those workspaces are not imported. An error message indicates which workspaces failed to import.

Workspace share settings are imported along with the workspace. For example, if you gave a user "Viewer" access to a workspace and then import it, that user will have "Viewer" access to the workspace in CONNECTExplorer also.

### ► TO IMPORT A WORKSPACE FROM POL:

1. In the Workspace pane, click **Options** and select **Import From POL**. The Import POL Workspaces dialog box opens.



2. (Optional) To filter the list of workspaces, open the **Search By** list and select either **By Name** or **By Owner**. In the search box, type the text you want to filter the list by.

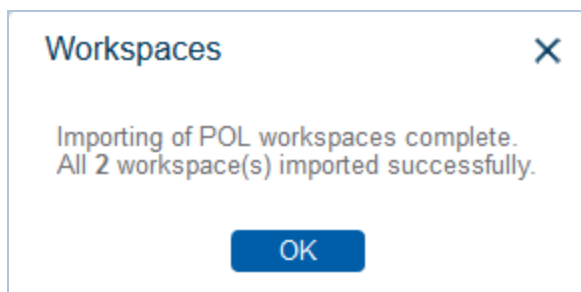
**TIP:** Filtering the list shortens it, making it easier to find what you're looking for.

3. Select the check boxes of the workspace(s) you want to import.



4. Click **Import**. You might briefly see a message indicating that CONNECTExplorer is importing workspaces.

If the workspaces imported successfully, the following message appears, indicating the number of workspaces that were imported.

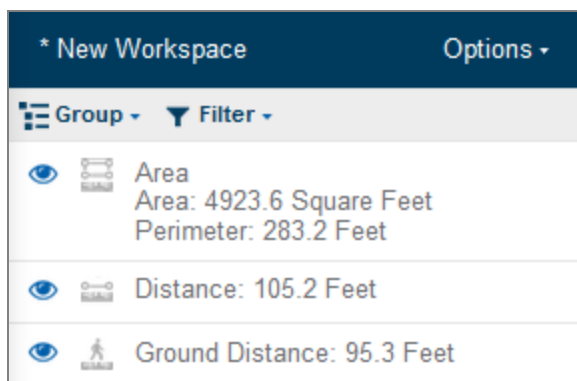


5. Click **OK**. Imported workspaces are not opened automatically in the Workspace pane. You can open an imported workspace as you would any other CONNECTExplorer workspace (Options > Open).

## Working with selected annotations

### Editing an annotation's name

When you add annotations to the Workspace pane, by default they are named for the tool used to create them. However, you can change the default annotation names to names that are more meaningful to you. You can change the name of a single annotation, but you can also change multiple annotations to the same name.



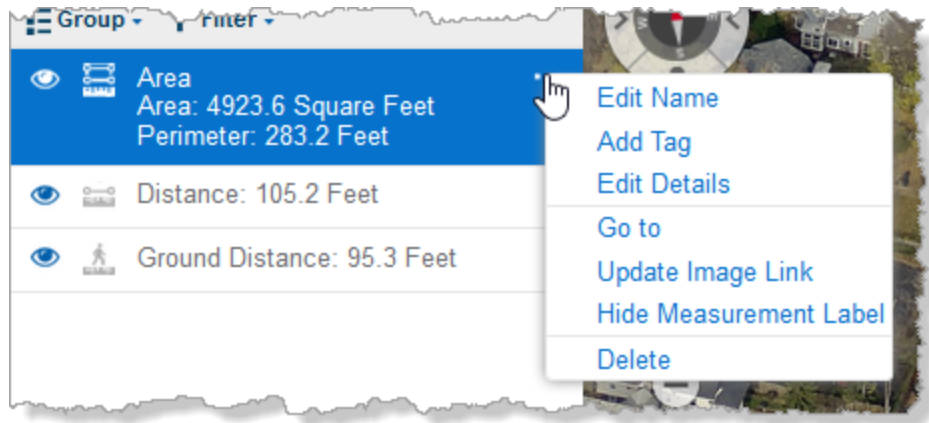
**Figure 6-5:** Default annotation names

#### ► TO EDIT ANNOTATION NAMES:

1. Select the annotation(s) whose name(s) you want to edit.

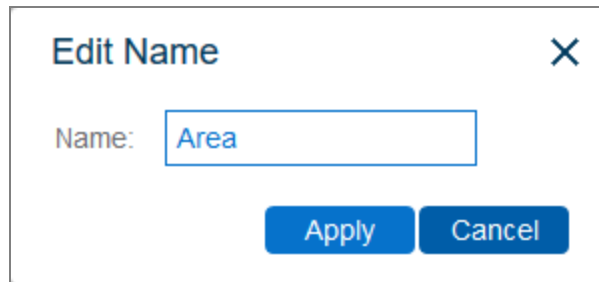
**TIP:** To change multiple annotations to the same annotation name, select the annotations by using either the CTRL or the SHIFT key.

2. Click the More Options  button.



3. Select **Edit Name** from the menu.

The following dialog box appears: The dialog box shows the current annotation name.



4. In the Edit Name dialog box, select the current name and type a new name to replace it. Press **ENTER** (or click **Apply**).

The new name is shown in the Workspace pane.



The annotation label on the image is also updated.



## Editing annotation details

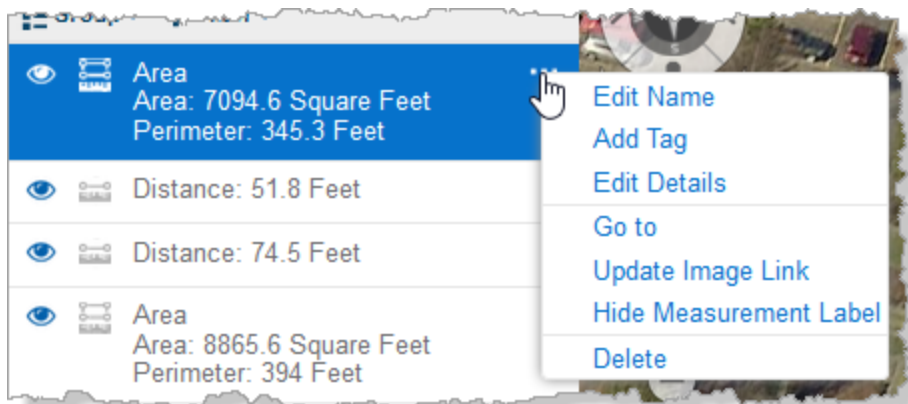
After creating an annotation, you can easily change its details. You can change the name, tag, and description for all annotations. For marker annotations, you can also change the link URL, link title, and image link. You can even change several annotations so they have the same name, tag, or description.

### ► TO EDIT ANNOTATION DETAILS:

1. Select the annotation whose details you want to edit.

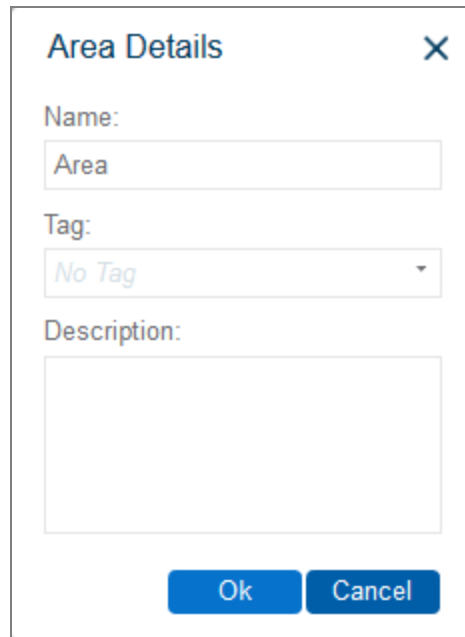
**TIP:** To change multiple annotations to the same details, select the annotations by using either CTRL or SHIFT.

2. Click the More Options  button.





3. Select **Edit Details** from the menu.

The following dialog box appears. It shows the current annotation name, tag, and description.



The dialog box is titled "Area Details" with a close button (X) in the top right corner. It contains three input fields: "Name:" with a text box containing "Area", "Tag:" with a dropdown menu showing "No Tag", and "Description:" with a large empty text area. At the bottom are "Ok" and "Cancel" buttons.

For marker annotations it also shows text boxes for the link URL, link title, and image link.

**NOTE:** If you selected multiple annotations that have different details, you'll see the details only for the annotation whose More Options button  you clicked. If you select a marker annotation's  button, the marker fields shown in the Details dialog box are only applicable to selected marker annotations.

4. Change the annotation's details as desired.

To ...	Do this ...
Change the annotation name.	In the Name box, select the current name and type a new name to replace it.
Add or edit the tag.	In the Tag box, type a tag name (or select one from the list).
Add or edit the description.	In the Description box, type a description.
(Markers only) Link to a website from this marker.	In the Link URL box, type the URL you want this marker to link to.
(Markers only) Enter or change the link text (the text you will click to open the link.)	In the Link Title box, type the text of the link you'll click to open the link.
(Markers only) Link to an image from this marker.	In the Image Link box, type the URL for the image you want this marker to link to.

5. Click **Ok**.

The new details are shown in the Workspace pane. If the name is changed, the annotation label on the image shows the new name.

## Linking markers to websites and images


In addition to providing a language-independent way to annotate an image, markers can also be used to link to a website or to an image on the Internet. To do that, you need to set up the marker with the link information. This topic describes how to do that.

**NOTE:** The image you link to must be in JPG, GIF, or PNG format.

### *Setting up the marker*

Before you can open the website or image link, you need to set up the marker with the URLs for the website or image you want it to link to.

#### ► **TO SET UP A MARKER TO LINK TO A WEBSITE OR IMAGE:**

1. Create a marker annotation and place it where you want the link.
2. In the Workspace pane, select the marker's More Options  button and select **Edit Details** from the menu.



Marker Details

×

Name:

Marker

Tag:

No Tag

Description:

Link URL:

Link Title:

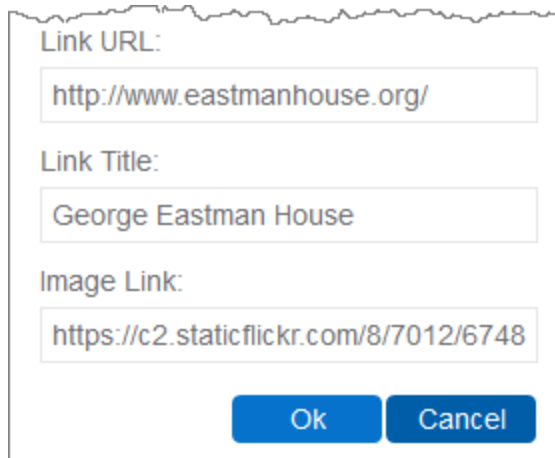
Image Link:

Ok

Cancel

- Enter the following information in this dialog box. (You can enter a website URL or an image URL; or both URLs.)

In this box ...	Do this ...
Link URL	Type the URL of the website you want this marker to link to. (You can also paste a value into this field.) You must include the "http://" portion of the URL.
Link Title	Type the text you will click to open the website.
Image Link	Type the URL for the image you want this marker to link to.



Link URL:

Link Title:

Image Link:

4. Click **Ok**.

► **TO OPEN THE LINKED WEBSITE OR IMAGE:**

1. If not already selected, click the **Select Tool**.
2. Click the marker that contains the links. A pop-up window appears.




**NOTE:** If you entered a description in the Marker Details dialog box, that description will also appear in the pop-up window.

3. Click the link to open the website in a new browser window; click the thumbnail image to view the image in its full size.

## Deleting individual annotations

You can delete selected (or all) annotations from the Workspace pane. Deleting annotations removes them from both the Workspace pane and from the Image pane.

### ► TO DELETE ONE OR MORE ANNOTATIONS:

1. In the Workspace pane, select the annotations you want to delete. (To delete multiple annotations, use the CTRL or SHIFT keys to select them.)
2. Do one of the following:
  - Click  (on any of the selected rows) and select **Delete** from the menu.
  - Click **Delete** (at the bottom of the Workspace pane).

**TIP:** To delete all annotations from the open workspace, you can click the **Measure/Annotate** toolbar button and click **Delete all map annotations**. For more information, see "Deleting all annotations" on page 84.

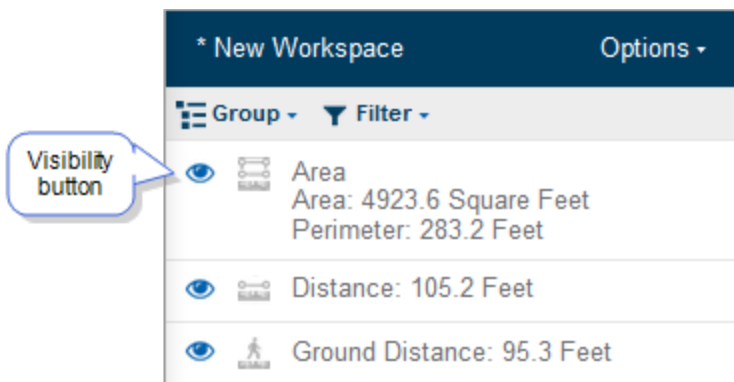
## Showing and hiding annotations and their labels

When you use drawing and measurement tools, the results (lines, text, shapes, and measurements) are shown on the image as annotations. Drawing annotations are automatically listed in the Workspace pane; measurement annotations are listed in the Workspace pane only if you pin them (or if you've previously set the user preference "Pin Measurements by Default" to pin them automatically).



**Figure 6-6:** A pinned measurement

The Workspace pane contains a visibility button for each annotation so you can hide or show individual annotations on the image. This button hides both the annotation and its label (measurement annotations only).




**Figure 6-7:** Visibility button

If you want to hide or show only the measurement label, you can also do that.

► **TO SHOW OR HIDE AN ANNOTATION ON THE IMAGE:**

- In the Workspace pane, click  to hide the annotation or  to show it.

► **TO SHOW OR HIDE A MEASUREMENT LABEL ON THE IMAGE:**

1. In the Workspace pane, select the annotation whose measurement label you want to show or hide and click .
2. Select **Show Label** or **Hide Label** from the menu.


**NOTE:** If the annotation's edit marks are visible, click anywhere on the image to exit annotation editing.

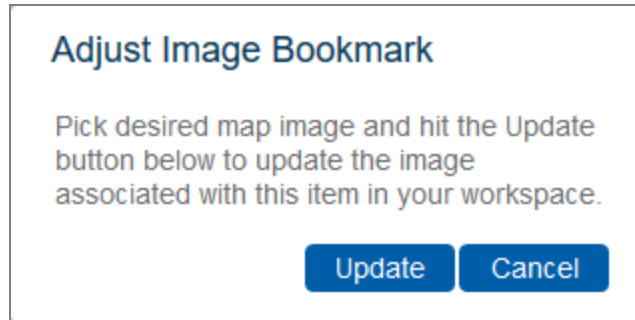
## Updating workspace image links

When you save the annotations currently listed in the Workspace pane as a workspace, CONNECTExplorer saves the current location at the current zoom level and orientation along with annotation details (such as measurement values). CONNECTExplorer also creates an internal bookmark ("image link") for each measurement or annotation.

If you wish, you can update an annotation's internal image link to point to a different image. For example, you might want to link the annotation to a different orientation of the current image or to a different zoom level. If you move an annotation to a different location, you'll likely want to update its image link to point to that location.

► **TO UPDATE AN IMAGE LINK:**

1. In the Workspace pane, select the annotation whose link you want to update and click .
2. Select **Update Image Link** from the menu. The following dialog box appears:




3. Navigate to the image you want to link the annotation to. (You can pan the image, select the Next Image or Previous Image buttons, or click one of the buttons on the compass to change image orientation.)
4. In the Adjust Image Bookmark dialog box, click **Update**.

**NOTE:** You can navigate to the image you linked to an annotation by right-clicking the annotation and selecting "Go to" from the menu. See "Navigating to an annotation's image link" below.

## Navigating to an annotation's image link

The Workspace pane's "Go to" feature allows you to display the exact image location, orientation, and zoom level associated with an annotation in a workspace.

► **TO GO TO THE IMAGE ASSOCIATED WITH AN ANNOTATION:**

1. In the Workspace pane, select the annotation whose link you want to navigate to.
2. Do one of the following:
  - Click  in the annotation's row and select **Go to** from the menu.
  - Click **Go to** (at the bottom of the Workspace pane).

**TIP:** You can also go to an annotation in the Image pane by double-clicking the annotation in the Workspace pane.

## Using tags

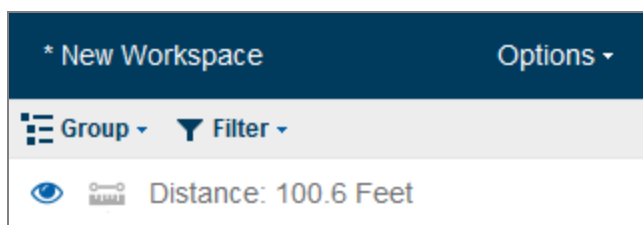
---

### About tags

Tags are optional, but provide a useful way for you to organize and label your annotations in the Workspace pane by categories that are meaningful to you. You can use tags to group your annotations, and you can also filter annotations by their tags.

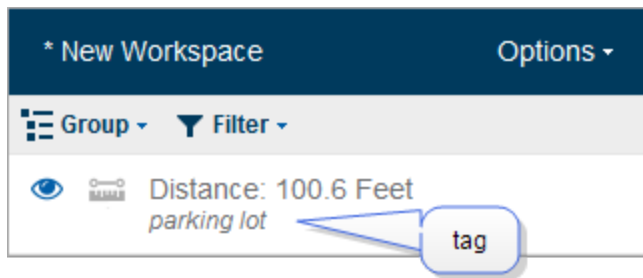
If you want to use tags, you'll need to add them to your annotations. You'll add and use tags right from the Workspace pane. (Tags are only available in the workspace in which you've added them; they are not available globally.) See "Adding tags" below, "Grouping annotations" on page 117, and "Filtering annotations" on page 118.

Initially, annotations don't have tags, as shown in the following example.



**Figure 6-8:** The Workspace pane before adding tags

After you add a tag to an annotation, its tag name is displayed.



**Figure 6-9:** The Workspace pane after adding a tag


### Adding tags

If you want to use tags in the Workspace pane, you'll need to add them to your annotations.

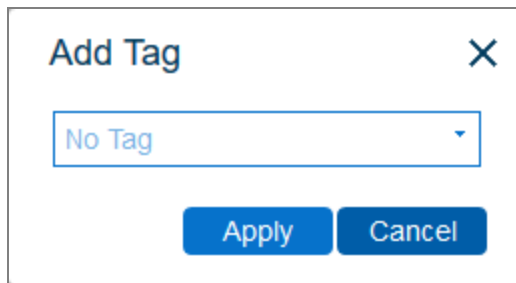
► **TO ADD A TAG TO AN ANNOTATION:**

1. In the Workspace pane, select the annotation(s) you want to add the tag to.

**TIP:** To add the same tag to multiple annotations, select the annotations by using either the CTRL or SHIFT the key.

2. Do one of the following:
  - Click the **Tag** button (at the bottom of the Workspace pane).
  - Click  and select **Add Tag** from the menu.

The Add Tag dialog box appears.

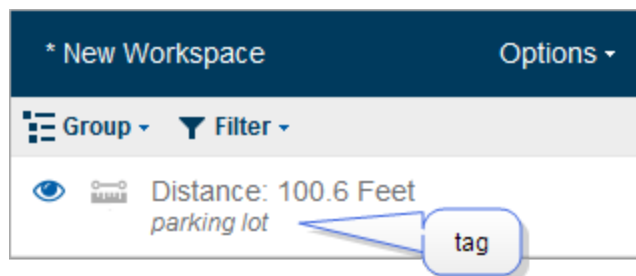

 A dialog box titled "Add Tag" with a close button (X) in the top right corner. It contains a text input field with the placeholder text "No Tag" and a dropdown arrow on the right. Below the input field are two buttons: "Apply" and "Cancel".

3. In the Add Tag dialog box, either type a tag name or open the list of existing tags and select a tag from the list. (The tag name cannot be longer than 50 characters.)

**NOTE:** Tags are all lower case. If you enter upper case characters, they are converted to lower case as you enter them.

4. Either press **ENTER** or click **Apply**.

The tag is shown under the annotation name.



**TIP:** You can also add a tag from the Details dialog box. (To open it, click  and select **Edit Details** from the menu.)

## Editing tags

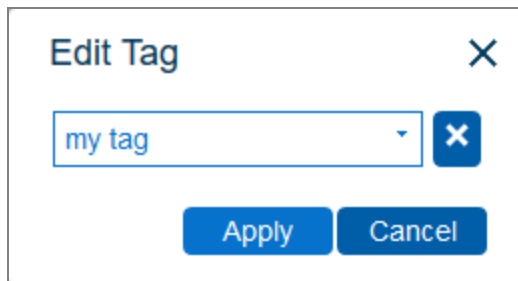
From the Workspace pane, you can change the text of tags you previously added to annotations. You can change the tag for a single annotation, but you can also change multiple annotations to the same tag text.


### ► TO EDIT ANNOTATION TAGS:

1. In the Workspace pane, select the annotation(s) whose tag(s) you want to edit.

**TIP:** To change multiple annotations so they have the same tag, select the annotations by using either the CTRL or the SHIFT key.

2. Click  and select **Edit Tag** from the menu.



3. In the Edit Tag dialog box, click  to remove the current name. (This removes the tag text from the dialog box; it does not remove the tag text from the list of existing tags.)
4. Click in the text box and type a new tag name (or open the list of existing tags and select a tag from the list). Press **ENTER** (or click **Apply**).

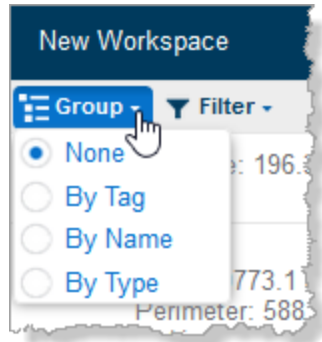


## Grouping annotations

You can group annotations in the Workspace pane by their annotation names, by their tags (if you've added tags), by their annotation types, or not at all.

### ► TO GROUP (OR UNGROUP) ANNOTATIONS:

1. In the Workspace pane, click **Group**.



2. Select one of the options (**None**, **By Tag**, **By Name**, or **By Type**). The annotations are unsorted (if you picked "None") or are sorted into groups according to what you selected. The following example shows annotations grouped by tag.

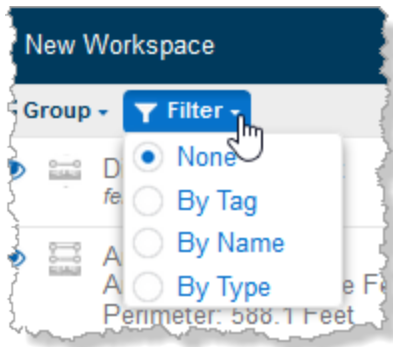
* New Workspace		Options ▾
Group ▾		Filter ▾
parking lot: 2 item(s)		
		Area Area: 20773.1 Square Feet Perimeter: 588.1 Feet <i>parking lot</i>
		Area Area: 16949.5 Square Feet Perimeter: 568 Feet <i>parking lot</i>
fence: 2 item(s)		
		Distance: 196.3 Feet <i>fence</i>
		Distance: 104.6 Feet <i>fence</i>

## Filtering annotations

You can filter annotations in the Workspace pane by their tags (if you've added tags), by their annotation names, by their annotation types, or not at all.

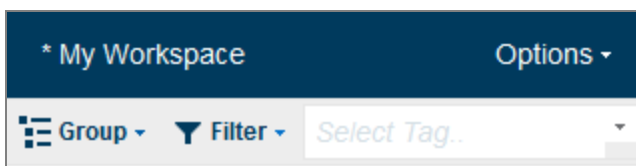
### ► TO FILTER ANNOTATIONS BY TAG OR BY NAME:

1. In the Workspace pane, click **Filter**.



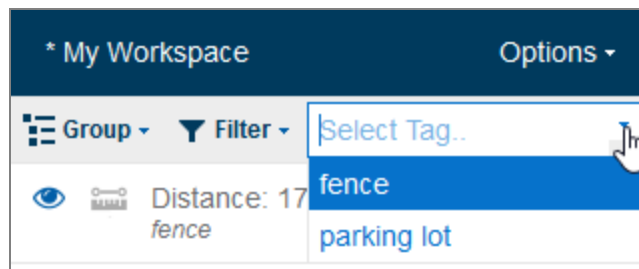
2. Select one of the options (**None**, **By Tag**, **By Name**, or **By Type**).

If you selected **None**, all annotations contained in this workspace are displayed in the Workspace pane. If you selected **By Tag**, **By Name**, or **By Type**, a text box opens to the right of the Filter button.



3. Do one of the following:

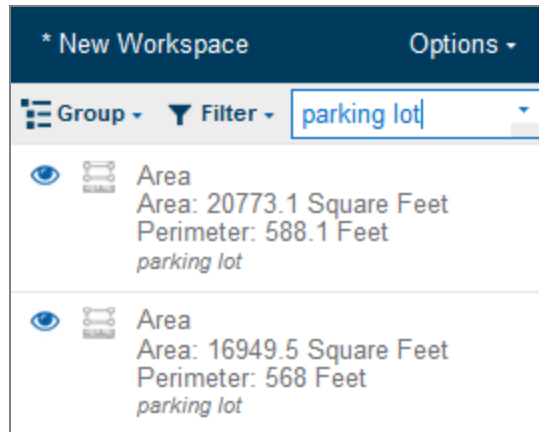
- To filter by tag, click the arrow in the text box and select the tag from the list.



- To filter by annotation name or type, enter the name or type in the text box.

The Workspace pane is filtered to show only those annotations whose tag, name, or type (depending on which type of filter you selected) begins with the text you entered.

The following example shows annotations filtered by the tag "parking lot".



Using tags

# CHAPTER 7 - WORKING WITH GIS DATA

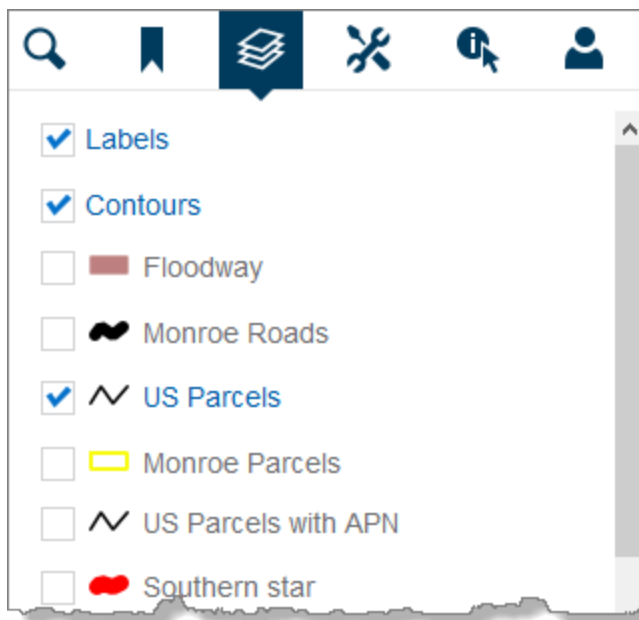
This chapter describes how to overlay GIS layers on your Pictometry images and how to identify GIS features in GIS layers.

## Viewing GIS layers

When you click the Layers toolbar button, the right pane lists the GIS layers available to your organization. An icon to the right of the check box indicates the layer type (such as line or point) and its color. You can turn a GIS layer on or off by selecting or clearing its check box in this pane. Turning on a layer causes it to be displayed on the image in the Image pane.

The "Labels" layer allows you to show or hide street names. The "Contours" layer displays elevation contour lines on the image in the Image pane.

**NOTE:** Selecting layers in the Layers pane does not affect which layers are searched when you use the Identify tool.

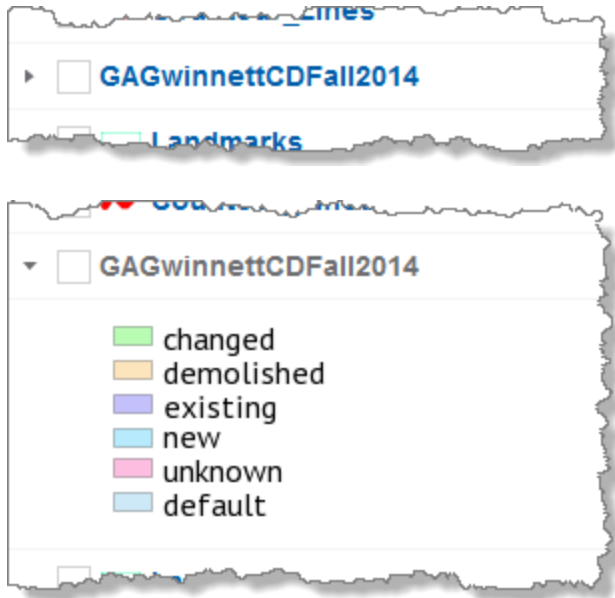


**Figure 7-1:** The Layers list

**NOTE:** The image shown above is an example only. The layers you see in this list depend on what your Administrator has configured for your organization (except for "Labels" and "Contours" which are always present).

### ► TO SELECT LAYERS TO VIEW:

1. Click the **Layers** toolbar button.
2. In the right pane, select the check boxes for the layers you want to display. Clear the check boxes for layers you don't want displayed.
3. To view the set of symbols associated with a layer, click the arrow to the left of the layer's check box. (If a layer doesn't have an arrow, then it doesn't have symbology to display.)



4. To turn on (or off) street name labels, select (or clear) the **Labels** check box.

## Identifying GIS data

If you have access to GIS data for your imagery, you can use the Identify Tool to find data associated with GIS layers. You can identify data associated with:

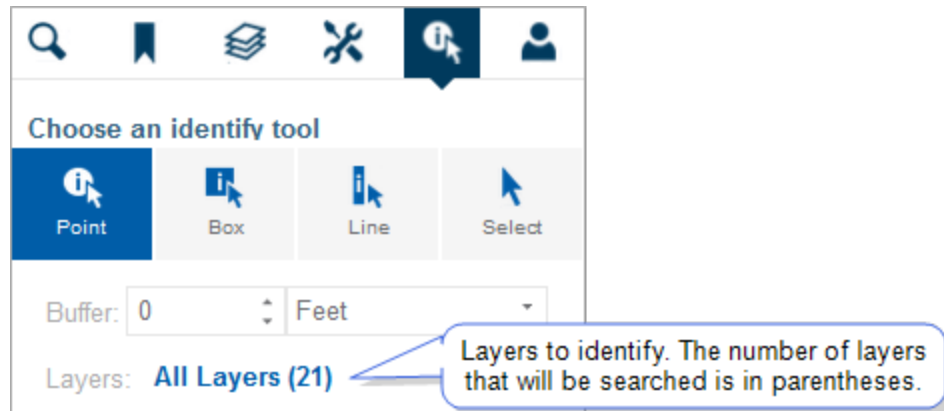
- a single point
- all locations within a rectangular area you draw on the image
- all locations touched by a line

When you draw a point, box, or line, GIS data overlapping or contained within the shape you draw is shown in the right pane. The information shown depends on what information is available in the layer.

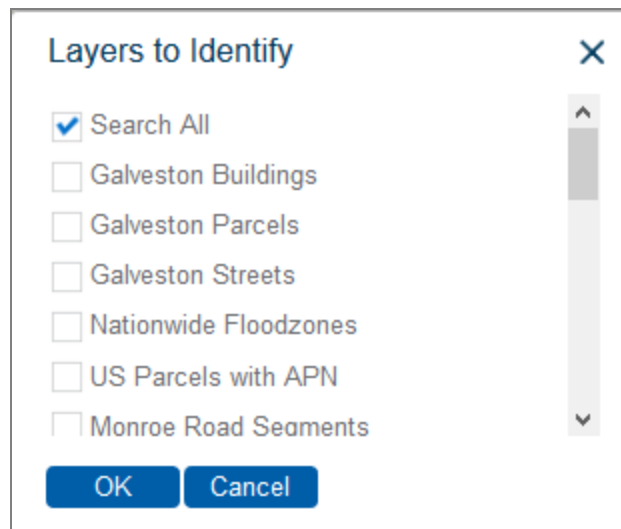
► **TO IDENTIFY DATA:**

1. Click the **Identify** toolbar button.

The right pane displays each method for identifying GIS data; a method is automatically selected (either the Point or the last method you selected). The layers to be searched are automatically selected (either "All Layers" or your last layer selection).



2. If not already selected, click the desired method for identifying data (**Point**, **Box**, or **Line**).
3. (Optional) To select the layers to identify, click the current selection (such as "All Layers"). The Layers to Identify dialog box opens.



Complete the following tasks:

- a. Select the check box for each layer in which to identify data.
- b. Click **OK**. The dialog box closes and the right pane displays your selection. The number of selected layers is shown in parentheses (if more than one layer is selected).

Layers: **US Parcels**

If you selected multiple layers, "Custom" is displayed, along with the number of selected layers.

Layers: **Custom (4)**

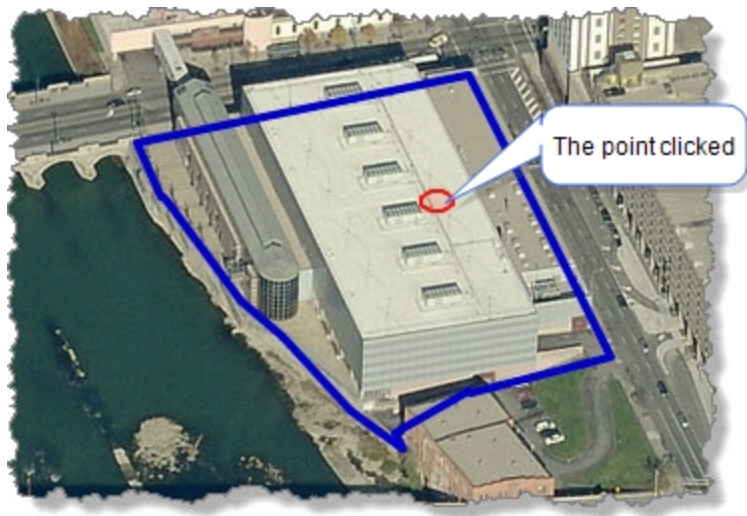
4. (*Optional*) To set a buffer around the area to be searched, type a number for the buffer size or use the arrows in the Buffer box to select a number for the buffer size, then select the desired units of measure for that buffer.
5. Do one of the following, depending on which selection method you chose:

For this method ...	Do this ...
Point	Click a location. The selected layers are searched for GIS data underneath the point clicked. The matching data (such as a single parcel or a street segment) are outlined on the image and are listed in the right pane.
Box	<p>Draw a box around the region you want to identify as follows:</p> <ol style="list-style-type: none"> <li>a. Click one corner of the box.</li> <li>b. Move the mouse until the box covers the region you want to identify, then click the mouse.</li> </ol> <p>GIS data within or touching the box are listed in the right pane.</p>
Line	<p>Draw a line as follows:</p> <ol style="list-style-type: none"> <li>a. Click where you want the line to start.</li> <li>b. (<i>Optional</i>) For a multi-segment line, continue clicking points.</li> <li>c. Double-click where you want the line to end.</li> </ol> <p>GIS data within or touching the line are listed in the right pane.</p>

**TIP:** You can also query multiple objects (multiple points, boxes, lines, or combination of them) by holding down **CTRL** while selecting the desired objects. While the CTRL key is depressed, you can even select a different identify method (like Box), and use that method to select additional objects. When you're done selecting objects, release the **CTRL** key.

Matching data are highlighted on the image.





The details of each result appear in the right pane. Expand the desired result to view its details.

**Results by layer**
Options ▾

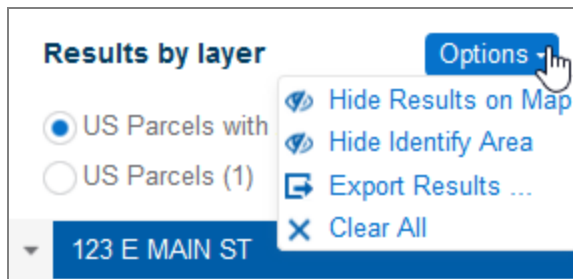
☒ US Parcels with APN (1)
   
☐ US Parcels (1)

▾ 123 E MAIN ST
 

apn: 26140012123000010050010000
   
 Address: 123 E MAIN ST
   
 City: ROCHESTER
   
 State: NY
   
 Zip: 14604
   
**Area: 116683.6 Square Feet**
  
**Perimeter: 1427.3 Feet**

6. (Optional) To highlight a specific result (if there are multiple results), click the **Select** Tool (in the right pane) and then click the desired result in the Image pane. That result is also highlighted in the right pane.
7. To hide, show, clear, or export results, click **Options** and select the desired option.

## Identifying GIS data



Option	Description
Hide Results on Map (or Show Results on Map)	Toggles between hiding and showing the graphic results on the image.
Hide Identify Area (or Show Identify Area)	Toggles between hiding and showing the graphic representation of the point you clicked, box you drew, or the line you drew.
Export Results	Exports identified results in CSV format.
Clear All	Clears the identified results from the right pane.

8. To deactivate the tool, click the **Select Tool**.

# CHAPTER 8 - SETTING DEFAULTS AND USER PREFERENCES

CONNECTExplorer's preferences feature allows you to set certain application defaults and behaviors to suite your needs. This chapter discusses what preferences are available and how to change them.

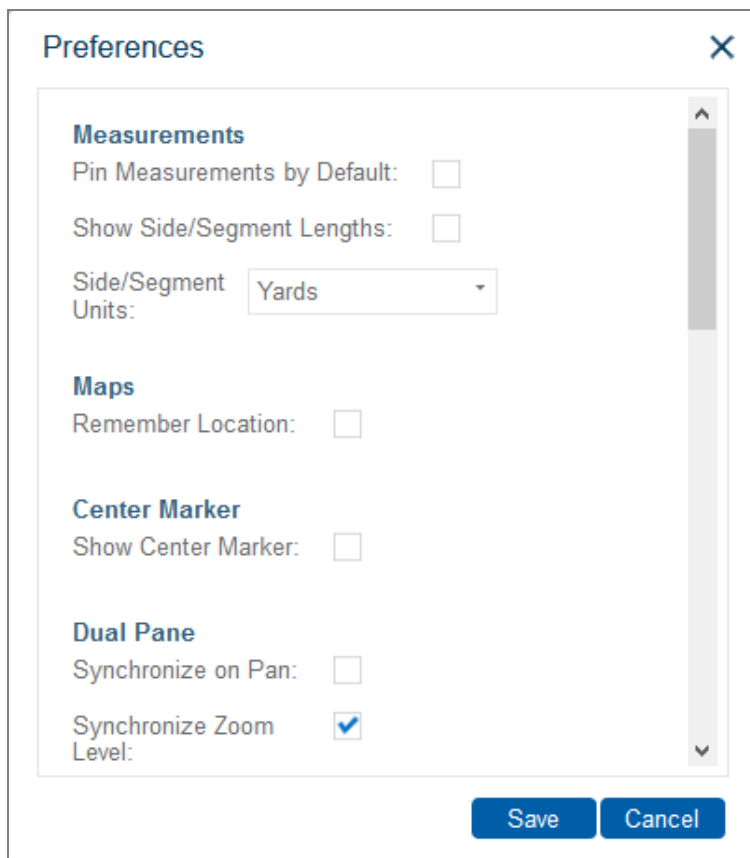
## Setting preferences

---

CONNECTExplorer gives you the ability to set and save various preferences such as the export image format and how images are synchronized in Dual Pane mode. Preferences are specific to each user account.

### ► TO CHANGE YOUR PREFERENCES:

1. Click the **Account** toolbar button and select **Preferences** from the right pane.
2. Change options as desired. (See the following topic for details.)
3. Click **Save**.



**Figure 8-1:** The Preferences dialog box

## Options:

### Measurement preferences

Option ...	Description ...
<b>Pin Measurements by Default</b>	If selected, automatically pins all measurement annotations. (If not checked, measurement annotations are temporary by default.)
<b>Show Side/Segment Lengths</b>	If this check box is selected, CONNECTExplorer shows the dimensions of parcels and shapes as labels on the image when you use the Area or Distance tools, or when you query a parcel layer.
<b>Side/Segment Units</b>	Select the units of measure in which to show side / segment lengths.

### Map preferences

Option ...	Description ...
<b>Remember Location</b>	When you log in, if this check box is selected, CONNECTExplorer automatically opens the last location viewed during your last session.

### Center Marker preferences

Option ...	Description ...
<b>Show Center Marker</b>	<p>If this check box is selected, CONNECTExplorer displays a marker at the center of the Image pane.</p> <p><b>TIP:</b> This can be helpful when changing the zoom with the zoom slider, which causes CONNECTExplorer to zoom in on whatever is in the center of the image. It can also be helpful when Dual Pane mode is enabled, especially when you're comparing an ortho image to an oblique image at different orientations.</p>

### Dual Pane preferences

These preferences apply only when Dual Pane mode is enabled.

Option ...	Description ...
<b>Synchronize on Pan</b>	If selected, causes images in both panes to stay synchronized on the same location whenever you pan the image in either pane.
<b>Synchronize Zoom Level</b>	If selected, causes images in both panes to stay synchronized at the same zoom level whenever you zoom in or out in either pane.
<b>Synchronize Orientation</b>	If selected, causes images in both panes to stay synchronized on the same orientation whenever you change the orientation in either of the panes (such as when you click a navigation button on the compass).

### Export Image preferences

These preferences apply only when exporting images as graphics files (not as PDF files).

Option ...	Description ...
<b>Image Type</b>	A drop-down list from which you can select one of these export image formats: JPEG, GIF, PNG, TIFF, GeoTIFF (Geo-referenced TIFF — pertains to ortho images only), KMZ (LatLonQuad), or KMZ (LatLonBox).
<b>Scale Image</b>	If "Yes" is selected, scales the image to the current zoom level of the image shown in the Image pane. If "No" is selected, the image is exported at a zoom level of 100%.
<b>Add North Pointer</b>	If "Yes" is selected, displays a North Pointer on exported images.
<b>Add Image Date</b>	If "Yes" is selected, displays the image capture date on exported images.
<b>Add World File</b>	If you export an ortho image and "Yes" is selected, creates a zip file that contains an ESRI World File (.jgw) and the exported ortho image (in the default file format).

**Drawing preferences**

This preference allows you to choose how to end a drawing when using measurement and annotation tools that draw lines or shapes. Choose one of the following methods:

Option ...	Description ...
<b>Add a new point at the cursor location</b>	Causes the <i>double-clicked</i> point to be used as the last point when you're drawing a line or shape.
<b>Snap back to the last point dropped</b>	Causes the last <i>single-clicked</i> point to be used as the last point when you're drawing a line or shape.

**Contour Lines preferences**

Option ...	Description ...
<b>Units</b>	The unit of measure in which to display elevation labels.
<b>Minor Line Color</b>	The color in which to show minor contour lines.
<b>Minor Line Width</b>	The thickness in which to show minor contour lines. You can select from 1 - 5 pixels.
<b>Minor Elevation Change</b>	The distance (in the selected unit of measure) between minor lines.
<b>Major Line Color</b>	The color in which to show major contour lines.
<b>Major Line Width</b>	The thickness in which to show major contour lines. You can select from 1 - 5 pixels.
<b>Steps Between Major Lines</b>	The number of minor lines that appear between major lines.

# APPENDIX A - PERFORMANCE TIPS

This appendix lists browsers that are supported, browser requirements, minimum system requirements, and troubleshooting tips should you have problems viewing CONNECTExplorer in your browser.

## Supported browsers


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The following browsers are supported:

- Microsoft Internet Explorer, version 8 and later
- Mozilla Firefox (all versions)
- Google Chrome (all versions)

**NOTE:** Because browsers are updated very frequently, the results you experience with a particular version of a browser might vary.

**Important:** If you are using Internet Explorer, we recommend that you make sure the Compatibility View feature is turned off for CONNECTExplorer. Compatibility View causes the website you are viewing to be displayed as if you were using an earlier version of Internet Explorer. Consequently, CONNECTExplorer might correctly display a message stating that you are not using a preferred browser.

To avoid any confusion, simply turn off Compatibility View for this application's website by clicking the **Compatibility View** button  (next to the Refresh button on the Address Bar). If you don't see the button and you're not getting a message about using a preferred browser, then Compatibility View is probably not enabled for this website.

## Browser requirements

---

The following items must be enabled in your browser to log into CONNECTExplorer:

- Cookies
- JavaScript
- SSL

*For best performance, we recommend that you enable caching.*

## Minimum system requirements

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- Network: DSL and higher
- Resolution: 1024 x 768
- Memory: 1 GB
- Adobe Reader, version 7.0 or later. (For better performance and security, we recommend that you download the latest version of Adobe Reader. To get the latest Reader, click the following icon.)



## Troubleshooting

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If you are having problems viewing the application in your browser, first try clearing the browser's cache. If that doesn't fix the problem, try clearing your browser's cookies. The instructions for clearing the cache and cookies are different for each browser and version.

**Important:** While deleting browser cookies might fix the problem, it also removes your saved settings for sites you have previously visited.

*If clearing cache and cookies does not resolve the issue, then completely close all open browser windows, and try again.*

If you are still having issues, contact Customer Support at 855-337-1526, or email [customersupport@pictometry.com](mailto:customersupport@pictometry.com) (domestic customers). International customers should contact their Pictometry Representative.



# APPENDIX B - CUSTOMER SUPPORT AND FEEDBACK

This appendix includes information about contacting Customer Support and about sending feedback about CONNECTExplorer to Pictometry.

## Contacting Customer Support

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### *U.S. Customers*

Contact Customer Support at 855-337-1526, or email [customersupport@pictometry.com](mailto:customersupport@pictometry.com).

### *International Customers*

Contact your Pictometry Representative.

## Providing feedback about CONNECTExplorer

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To provide feedback about CONNECTExplorer, click **Account**, select **Feedback** from the right pane, and complete the feedback form. Use this form to provide feedback when you don't need a response or technical support.

**If you need technical support**, please follow the normal customer-support process so that we can handle your questions or problems as quickly as possible. See "Contacting Customer Support" above for more information.

Thank you!

Providing feedback about CONNECTExplorer

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